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SIXTEENTH ANNUAL  
REPORT OF THE BUREAU  
OF CIVIL SERVICE

TO THE  
GOVERNOR-GENERAL  
OF THE PHILIPPINE ISLANDS

FOR THE  
FISCAL YEAR ENDED DECEMBER 31, 1915

MANILA  
BUREAU OF PRINTING  
1916

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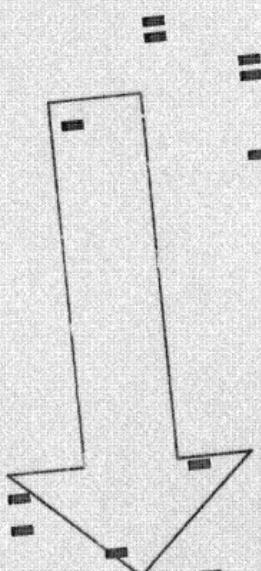
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## SIXTEENTH ANNUAL REPORT OF THE BUREAU OF CIVIL SERVICE.

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MANILA, P. I., *February 12, 1916.*

SIR: The following report contains a statement of the operations of the Bureau of Civil Service for the fiscal year ended December 31, 1915, compared with those for the preceding fiscal year.

### **EXAMINATIONS.**

#### **PERSONS EXAMINED.**

Constant effort was made to limit the number of examinations held in order that only enough eligibles would be secured to meet the needs of the service properly, and that the necessary examinations for the purpose of determining eligibility for promotion and transfer would be provided. Nevertheless, 9,597 persons were examined during 1915, an increase of 2,909, or 43 per cent, over the number (6,688) examined during 1914. This is the greatest number of persons examined by the Bureau of Civil Service in any one year, exceeding by 488 the greatest number of persons examined heretofore in any year, the previous highest record being that of the fiscal year 1913, when 9,109 were examined. On September 25, 1915, 812 persons were examined in the city of Manila, which is believed to be by far the largest number ever examined on any one day in the Philippine Islands. The large number of candidates is partly because of a memorandum order of the Governor-General dated July 9, 1915, more extensive mention of which is made later in the report, directing all noneligibles temporarily employed in clerical and semiclerical positions throughout the Islands, to enter appropriate civil-service examinations before the end of the year. Another, and perhaps the principal, reason for the very large number of candidates is the increasing number of graduates from private and public schools of the Islands and the fact that the Philippine Government service, owing to the relatively high salary scale, offers by far the best career open to the average young Filipino of good education. The results are gratifying, inasmuch as very satisfactory eligible lists were secured from which to make certifications for the vacancies that occurred. The large number of candidates qualifying in technical and semitechnical examinations in both the junior and senior grades has recently made it pos-

sible to provide sufficient material locally for many branches of the service for which it was formerly necessary to bring appointees from the United States or to employ on a temporary basis persons not able to meet the standards desirable for permanent appointment.

#### COMPARISON OF ENGLISH AND SPANISH EXAMINATIONS.

Of those taking educational examinations 136 were Americans, as compared with 103 Americans examined during 1914. There were examined in Spanish 1,107 Filipinos, 247 more than during the preceding year; and the number of Filipinos examined in English was 8,354, an increase of 2,629 over the preceding year. The percentage of Americans taking examinations in the Islands is less than during any preceding year, and the percentage of Filipinos taking examinations in Spanish (11½ per cent) is also less than in any preceding year except the fiscal year 1913, when only 10½ per cent of the Filipinos examined took Spanish examinations.

#### DECREASING NECESSITY FOR LOWER GRADE CLERICAL EXAMINATIONS.

The constantly increasing number of Filipinos who are able to qualify in the first and second grade clerical, junior book-keeper, junior stenographer, and junior typewriter examinations has been sufficient to meet the needs of all Bureaus and Offices located in Manila, so that probably the third-grade clerical examination might be discontinued without detriment to the service except for appointments in provincial offices. It has been decided, however, not to discontinue this examination for the present, as only 349 persons took the examination in Manila during 1915, the applicants being principally messengers endeavoring to qualify for promotion to minor clerical positions and applicants with a good knowledge of typewriting, the latter being useful in some branches of the service even though they have not sufficient education to qualify in the second-grade clerical examination. Hereafter the third-grade examination will be continued principally as a basic examination for messengers, apprentices, patrolmen, prison guards, firemen, and other positions for which only limited elementary education is necessary.

#### LIST OF SPECIAL EXAMINATIONS.

In addition to examinations for the clerical, teaching, prison guard, police, and fire services, the following examinations, adapted to meet the requirements of special branches of the service, were held during the year: Apprentice, Bureau of Print-

ing; internal-revenue agent's assistant; cadet, United States Military Academy; chemist; clerk of court; law clerk; dentist; architectural and topographical draftsman; civil engineer; assistant examiner of drugs and chemicals, Bureau of Customs; examiner of textiles, Bureau of Customs; agricultural inspector; boiler inspector; district inspector, Bureau of Posts; fiber inspector; weather observer; assistant photographer; scientific assistant; surveyor; teacher of Spanish; trained nurse; assistant provincial treasurer; and veterinarian.

#### PRACTICAL CHARACTER OF EXAMINATIONS.

From the beginning the Bureau has endeavored to adapt all examinations to the practical needs of the service. The clerical and semiclerical examinations are designed to test the thoroughness of the essential elementary education of the candidates, and their ability to do clerical work of the various kinds required in Government offices. In the higher clerical examinations, due credit is given for education and experience. More credit is given for education and experience in the examinations for other branches of the service, and great stress is placed on practical questions relating to the special duties of the positions for which examinations are held. This work requires skilled examiners, and constant assistance from specialists employed in all branches of the Government service and from scientific and professional men outside of the Government service. Such assistance has been given freely by Government officers and employees, who have frequently performed this additional work after regular office hours and on holidays. Similar assistance has frequently been given by professional and business men not in the Government service.

No effort has been spared to make the examinations suitable to the actual requirements of the service. At the same time care has been taken to make examinations competitive and open to all, noncompetitive examinations having been given only after it was evident that satisfactory eligibles could not be obtained by competitive examination. The theoretical and practical tests were usually of a nature designed to determine the general education and ability of the candidates in the kind of work required, and did not cover the special knowledge of the requirements of a particular bureau or office which could easily be gained in a few weeks of training. Requests for special examinations of a nature obviously intended to exclude from competition all but one man who happened to have had special experience of a kind easily learned in a few weeks' time, were not complied with. All such examinations should be kept at the absolute

minimum in the future, as heretofore, as they require a great deal of the time of examiners in preparing suitable questions and rating the answers, and the personnel of the Bureau is not sufficiently large to provide for any considerable number of them.

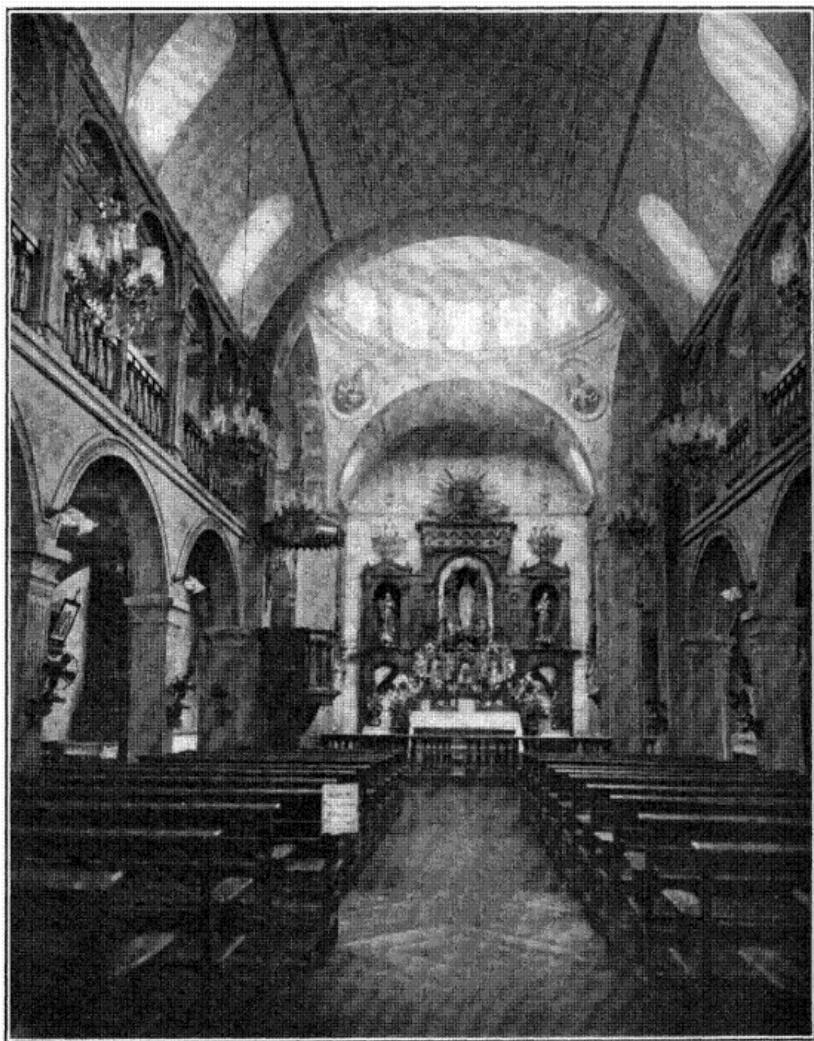
#### ASSISTANT PHOTOGRAPHER EXAMINATION.

The assistant photographer examination held on November 5, 1915, may be mentioned as an example of the practical nature of the examinations given. The examination was announced as open to all persons who had had responsible photographic experience for at least a year in either Government or commercial work to qualify for appointment at from ₱600 to ₱1,200 per annum. Thirty-five per cent of the examination consisted of a practical test in rapid photographic work, the competitor being required to select plate, paper, and lens, take a 5 by 7 inches camera with Graflex shutter, obtain, develop, and print one outdoor and one indoor photograph in or near Intramuros; the maximum time for delivery of finished prints was four and one-half hours; rating of this subject was based on the factor of picture composition and on the technical ability displayed; an attendant accompanied each competitor in order to make certain that all work was actually performed by him at the time. The remainder of the examination consisted of practical questions on photography and a rating on experience and training in photographic work, based on sworn statements contained in the application which were subjected to verification, and on additional confirmative information obtained in oral examination.

From thirteen competitors three eligibles were secured, all of whom had had long experience—two in the Government service under temporary employment and the other in commercial work. Copies of the photographs taken by the leading competitor under the conditions shown above are included herewith. This competitor delivered finished dry prints in two hours and forty-eight minutes from time of leaving examination room.

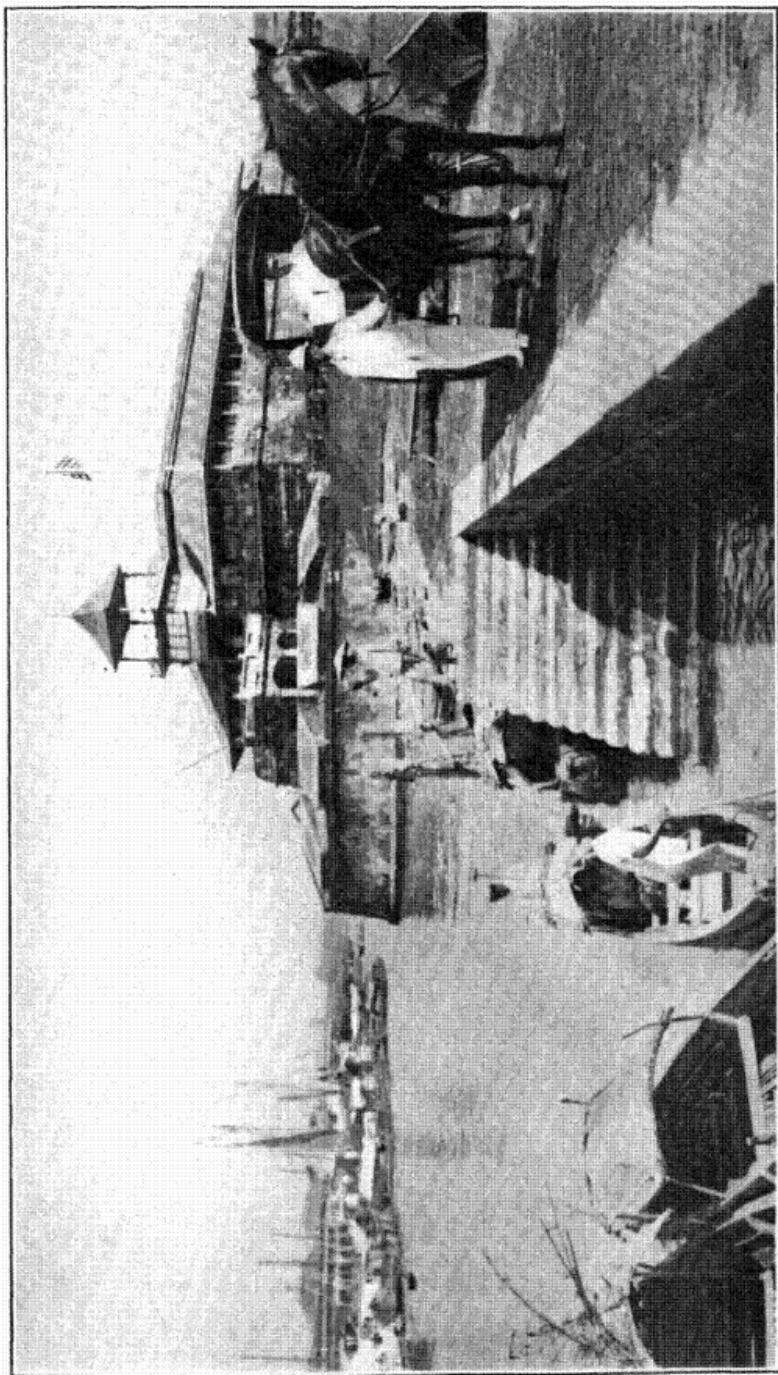
#### THE ASSISTANT PROVINCIAL TREASURER EXAMINATION.

The assistant provincial treasurer examination was first instituted in 1907. From among the persons who have qualified in this examination has been organized almost entirely the personnel of the higher positions in the provincial treasury service, including the positions of provincial treasurer and chief clerk and deputy in the provincial treasurer's office. A sufficient number of eligibles has been secured to meet the needs of the service, and the strict adherence to the policy of appointing only those who secured eligibility in this or a more difficult clerical exam-



Photograph taken by leading competitor in rapid-photography test of assistant-photographer examination.





Photograph taken by leading competitor in rapid-photography test of assistant-photographer examination.



ination has been very effective in keeping the provincial treasury service out of politics and in promoting its efficiency. Considerably better material is now available for this service than when the examination was first instituted, and it has therefore been decided that the examination should now be made somewhat more difficult, in order to limit the higher positions in the provincial treasury service to the best qualified persons now entering into competition for these positions, and therefore slight changes in the examination with this end in view will be made this year.

#### EXTENSION OF COMPETITIVE EXAMINATIONS.

Owing to the action of the Legislature in allowing vacation leave to messengers, making these positions somewhat more desirable, qualification in the third-grade clerical examination will be required hereafter as a condition of appointment to these positions. It has also been decided to change the examinations for apprentice (Bureau of Printing) and second-class fireman (Manila fire department) from their former noncompetitive basis to a competitive basis, by requiring as an additional qualification eligibility in the third-grade clerical examination.

#### FURTHER EXTENSION OF PROMOTION EXAMINATIONS ADVISABLE.

The Civil Service Law provides for promotion examinations as far as it may be practicable to give them. Heretofore promotion examinations have been almost entirely noncompetitive with a view of fixing the broad general divisions for promotion between ₱600 and ₱1,200, between ₱1,200 and ₱1,800, between ₱1,800 and ₱2,400, and providing beyond ₱2,400 a senior examination without maximum salary limit. Within these broad general divisions which accomplish little more than to prevent promotion of the totally unfit, chiefs of Bureaus and Offices are permitted to exercise their judgment as to the employees most worthy of promotion, subject only to the limits of appropriations and the rules with reference to the extent and frequency of promotion. The proper regulation of promotions is the most difficult feature in the administration of any civil-service system. It has for years been the policy of the Bureau of Civil Service to extend these promotion examinations as rapidly as possible, but its extremely limited personnel has prevented provision for an adequate extension of such examinations.

#### NONEDUCATIONAL EXAMINATIONS.

In addition to the educational examinations enumerated above, 205 persons entered noneducational examinations. One hundred twenty-one of these were examined for the position of

messenger, 72 for the position of second-class fireman, and the remainder for various skilled and semiskilled laborer positions.

Detailed statistics showing the number of persons entering the various examinations and the numbers passing therein are contained in the appendix to this report.

#### PREVENTION OF FRAUD.

In one remote municipality the registered-mail package containing questions for the February examination was opened by some of the competitors after delivery to the chairman of the local examining committee, and before the date of the examination. By a careful investigation the guilty persons were discovered and two of them, who were Government employees, were removed from the service. The papers of all persons who took the examination at this place were canceled, those who had received advance information were debarred from future examinations, and examinations were discontinued in that municipality. It was shown that the chairman of the local examining committee was reasonably careful in handling these papers and no blame attached to him, since the papers were locked in his office and no safe was available. As a result of this incident, individual letters to all chairmen of examining committees were written by the chiefs of the Bureaus of which they were regular employees, urging special personal attention and observance of the additional safeguards which were provided with reference to breaking of seals, making reports of examinations, and resealing the papers. It is expected that these measures will prevent a recurrence of similar incidents.

#### CHANGES IN THE SERVICE.

#### NEW APPOINTMENTS.

During the year 842 persons were appointed to the service as a result of examinations held in the Islands, as compared with 772 in 1914 and 1,021 in 1913. The number of Americans appointed was 39, as compared with 44 in 1914 and 117 in 1913. The increase in the total number of appointments made in the Islands during 1915 as compared with 1914 is accounted for entirely by the provincial service, where 74 more appointments than during 1914 were made. In other branches of the service the number of new appointments was slightly smaller in 1915 than in 1914. Both 1914 and 1915 were years of careful economy in matter of personnel, and this is evidenced by the reduced number of new appointments during these years as compared with 1913, and later in this report by a similar comparison as to promotions. Of the Filipinos appointed, 717 were eligibles

resulting from examinations taken in English, an increase of 57 as compared with 1914; and 86 were eligibles resulting from examinations taken in Spanish, an increase of 18 as compared with the previous year. Of the appointees from examinations only 5 per cent were Americans, the remaining 95 per cent being Filipinos, as compared with 6 per cent and 94 per cent, respectively, in 1914. As noted in previous reports, there has been a progressive increase from 48 per cent in 1902 to 95 per cent during 1915 in the proportion of Filipinos appointed as a result of examinations held in the Islands.

#### POSITIONS FILLED BY APPOINTMENT OF ELIGIBLES FROM EXAMINATIONS IN THE ISLANDS.

Americans were appointed as follows: Clerk (first grade), 4; civil engineer, 2; fiber inspector, 1; medical inspector, 1; overseer, 1; first-class patrolman, 10; first-class prison guard, 11; stenographer, 3; teacher, 6. Filipinos were appointed as follows: Apprentice (Bureau of Printing), 2; junior bookkeeper, 2; chemist, 1; clerk (first grade), 6; clerk (second grade), 211; clerk (third grade), 154; assistant computer, 7; customs guard, 11; dentist, 1; junior draftsman (architectural and topographical), 12; civil engineer, 4; assistant civil engineer, 7; junior civil engineer, 3; mechanical engineer, 1; second-class fireman, 4; agricultural inspector, 1; boiler inspector, 2; fiber inspector, 1; sanitary inspector, 1; law clerk, 2; messenger, 11; municipal treasurer, 53; nurse (training-school graduates), 48; first-class observer, 1; third-class patrolman, 14; patron (Bureau of Customs), 1; photographer, 1; second-class prison guard, 18; ranger (forest-school graduates), 18; scientific assistant, 4; stenographer, 3; junior stenographer, 11; surveyor, 28; junior surveyor, 18; teacher, 2; junior teacher, 28; junior teacher (normal-school graduates), 69; junior teacher of agriculture, 3; junior teacher of domestic science, 4; junior teacher of woodworking, 21; junior teacher of woodworking (trade-school graduates), 3; junior typewriter, 10; veterinarian, 1.

#### APPOINTEES FROM THE UNITED STATES.

During the year but 90 Americans and 1 Filipino (a surveyor) were brought from the United States for classified positions, 69 of whom were for the teaching service. During the preceding year 54 Americans and 1 Filipino were brought from the United States for the classified service, 45 of whom were for the teaching service. Sixteen Americans were brought from the United States for unclassified positions, 12 of these for appointment as officers in the Philippine Constabulary, 1 as assistant

architect for the Bureau of Public Works, and 3 as instructors for the University of the Philippines. Aside from 1 stenographer with special knowledge of cable codes and 1 with special ability in taking verbatim reports for service with the Board of Public Utility Commissioners, no clerical employees were brought from the United States during the year. The almost complete cessation of appointments of clerical and semiclerical employees from the United States which began in the latter part of 1913 resulted in the rapid advancement of Filipinos in stenographic and other clerical positions as the Americans formerly employed gradually resigned from the service.

#### APPOINTEES FROM UNITED STATES.

In practically all Bureaus and Offices of the Government a satisfactory corps of Filipino stenographers has been gradually developed, and there is at present little difficulty in filling any vacancies in the stenographic service by the appointment of Filipinos, usually junior stenographer eligibles. Naturally, Filipinos are somewhat handicapped in taking up English stenographic work by the fact that English is not their native tongue, and they usually require a reasonable amount of training and experience in Government offices after completing the ordinary school courses before they are competent to take sustained dictation or to handle other than routine office work. Nevertheless, almost all Bureaus and Offices have by this time selected promising young Filipinos and have given them a reasonable amount of training, the establishment of a satisfactory stenographic corps having resulted. The few Americans now assigned to stenographic work are almost all employed in positions requiring ability to do verbatim reporting work or in other positions requiring more than average stenographic ability. During 1915 and previously, 41 Filipinos passed the junior stenographer examination in Spanish, 32 passed the senior stenographer examination in Spanish, 67 passed the junior stenographer examination in English, and 7 passed the senior stenographer examination in English. The latter (senior English stenographer eligibles) are all employed in the Government service and receive salaries from ₱1,200 to ₱2,800 per annum. Junior stenographer eligibles usually enter the service at ₱600 or ₱720 per annum, and their salaries are increased much more rapidly than is the case with ordinary clerical employees.

#### PROMOTIONS, REDUCTIONS, REINSTATEMENTS, AND TRANSFERS.

During 1915 there were 3,138 appointments by promotion, reduction, reinstatement, and transfer, as compared with 2,944

in 1914 and 3,243 in 1913. The number of Americans promoted was 437, as compared with 471 during 1914, while the number of Filipinos promoted was 2,191, as compared with 1,860 during 1914. Of the Filipinos promoted, 1,792 had qualified in English examinations and 399 in Spanish examinations. The amendment to the Civil Service Rules contained in Executive Order No. 34, dated April 2, 1914, providing that persons who had qualified in Spanish examinations prior to that date might be promoted to positions with salaries not in excess of those allowable as a result of the same examination in English, under certain specified conditions, resulted in 50 promotions during 1914 and 47 promotions during 1915. The comparatively small number of cases affected by this change in the rules indicates that no great hardship was imposed by the different salary limit previously maintained between English and Spanish eligibles.

#### APPOINTMENTS IN THE FEDERAL SERVICE.

Eleven persons were appointed during the year to the Federal civil service in the Philippine Islands upon certification by this Bureau—9 Americans and 2 Filipinos. For 1914 the corresponding numbers were 19 and 10, respectively.

#### SPECIAL MEASURES TO PROVIDE ECONOMY OF PERSONNEL.

An innovation so far as the Philippine civil service is concerned was made by the Governor-General on August 22, 1914, by the issuance of a memorandum order directing that no promotions should be made and that positions which were then vacant or should become vacant should be left unfilled, such absolutely necessary exceptions as might be made to be with the specific approval of the Governor-General. This restriction on appointments was deemed advisable because of possible financial stringency due to the European war. Theretofore new appointments and promotions in the service had been limited only by appropriations, by the provisions of the Civil Service Rules with reference to examination requirements for appointment and promotion, and other very elastic provisions of the Civil Service Rules with reference to the extent and frequency of promotions. The restrictions imposed by this order, together with the slight but constant shrinkage of personnel due to resignations in the service, made it unnecessary for the Government to drop employees from the service for financial reasons, except occasionally in the interest of economy in cases where certain employees were clearly unnecessary for the proper administration of Government

business, in which cases similar action would probably have been taken regardless of Government revenues. This order enabled the Legislature materially to reduce appropriations in many cases without the abolition of positions actually filled. A similar restriction imposed in accordance with an informal agreement of the various heads of Departments during the last four months of 1915 resulted in withholding new appointments and promotions, again affording the Legislature the same opportunity to make reductions without hardship to employees. It is obvious that the only permanent reduction or limitation of the personnel of the Government is that made by the Legislature in appropriation acts, and that any action of this kind taken by administrative officers can be of a temporary nature only, in order to give the Legislature a chance to determine whether such temporary reductions and limitations shall be put into effect permanently. Early in January of 1915 the Governor-General modified the rigid restrictions imposed by his order of August 22, 1914, on new appointments and promotions in order to permit regular promotions within the limits of the appropriations, but provided for his specific approval of all new appointments and special case promotions (promotions of more than one grade or within one year from the date of previous promotion). The intention and practical result of this restriction of appointments was to allow sufficient elasticity to meet the needs of the service and at the same time to limit the expansion of the service to the minimum consistent with efficient administration. Without some such restriction new appointments and promotions may frequently be made somewhat as a matter of course merely because positions happen to be provided in the appropriations, and without special reference to the needs of the service or the merits of the employees concerned. Another advantage of this regulation, and by no means the least considerable one, is the fact that it brings under one single and consistent management the administration of appointments heretofore handled by several different heads of Departments and their authorized delegates. The mere fact that final decision with reference to appointments is controlled by one official is sufficient to secure reasonable uniformity, whereas such uniformity is impossible when the matter is divided among a number of heads of Departments. An individual head of Department is frequently placed in an embarrassing position by his close relations with the officers and employees under his jurisdiction and the necessity of deciding in doubtful cases whether to sacrifice more or less abstract principles of efficient and economic administration in order to support the demands of his Bureau chiefs and subordinate personnel, or

to make certain sacrifices in his own Department for the benefit of the whole service, while a central controlling authority required to supervise the matter of appointments for the whole service is far less subject to such embarrassment.

Still another beneficial effect of the memorandum orders of the Governor-General placing definite restrictions on appointments and promotions and bringing final decision with reference to doubtful appointments under the control of a single official, has been to place a check on the too frequent practice which some Bureaus and Offices of the Government have followed in bidding against each other for the service of desirable employees. Though it is obviously unwise to permit one Bureau to pay an employee more for the same class of work than is paid in other Bureaus of the Government, yet it has been impossible to prevent this very practice owing to the fact that one head of Department would allow special case promotion when another head of Department would deny it. Placing all appointments under the jurisdiction of the same official prevents such occurrences. The experience gained during the time these special restrictions have been in effect shows very strongly the desirability of having all appointments in the service under the final control of a single official or committee. It is believed that an amendment of the civil service law for accomplishing this purpose would be desirable if it is found impracticable to maintain this system permanently under existing law.

The administration of these orders increased the work of the Bureau of Civil Service to a great extent, and at first caused criticism from appointing officers who did not understand fully that the restrictions were equally applicable to all parts of the Government, and that the Governor-General's plans for economy were concurred in by the heads of Departments and by the Legislature. When this was generally understood by administrative officers they began to coöperate effectively.

#### SEPARATIONS OF AMERICANS.

During the year 357 (approximately 18½ per cent) of the regularly and permanently appointed American officers and employees were separated from the service. Three hundred twenty-two of these resigned voluntarily, 14 were separated by reduction of force or abolition of position, 17 were separated for cause, and 4 died. The following table shows the number and percentage of separations of Americans from the service year by year since January 1, 1902, and that both the number and the percentage of those separated during 1915 were entirely normal:

Fiscal year—	Americans in the service on Jan. 1.	Separations of Americans.			Per cent of separations of Americans.		
		Voluntary.	Involuntary.	Total.	Voluntary.	Involuntary.	Total.
					Per cent.	Per cent.	Per cent.
1903	2,777	617	269	886	22	10	32
1904	3,228	787	313	1,100	24	10	34
1905	3,307	614	195	809	18	6	24
1907*	2,616	536	90	626	20	4	24
1908	2,479	407	77	484	17	3	20
1909	2,659	376	62	438	14	2	16
1910	2,638	508	92	600	19	4	23
1911	2,633	481	71	552	18	3	21
1912	2,680	412	50	462	15	2	17
1913	2,623	461	44	505	17	2	19
July-December, 1913 (half year)	2,623	187	98	285	7	4	11
1914	b 2,148	478	155	633	22	7	29
1915	b 1,935	322	35	367	16	2	18

\* No data for 1906 are available.

b July 1.

## NUMBER OF AMERICANS AND FILIPINOS IN THE SERVICE.

An Official Roster was published showing the status of officers and employees in the Philippine civil service as of July 1, 1915. The personnel of the service on that date, as compared with January 1 and July 1 (the middle of the fiscal year in each case) of preceding years, is shown in the following table:

Year.	Officers and employees.			Salaries paid.			Average salaries.		
	Americans.	Fili- pi- nos.	Total.	Ameri- cans.	Fili- pi- nos.	Total.	Ameri- cans.	Fili- pi- nos.	Total.
1903	2,777	2,697	5,474	₱7,236,700	₱2,189,376	₱9,426,076	₱2,605.94	₱811.76	₱1,721.97
1904	3,228	3,377	6,605	8,663,720	2,932,834	11,596,554	2,683.92	868.48	1,755.72
1905	3,807	4,023	7,830	8,942,424	8,309,738	12,252,182	2,704.08	822.70	1,671.51
1907*	2,616	3,902	6,518	7,869,242	3,234,494	11,103,736	3,008.12	828.93	1,703.55
1908	2,479	4,080	6,559	7,749,236	3,686,855	11,436,091	3,125.95	903.64	1,743.57
1909	2,659	4,397	7,066	8,576,963	4,018,988	12,595,950	3,225.63	914.03	1,785.14
1910	2,633	4,639	7,272	8,755,486	4,296,896	13,052,382	3,325.29	926.25	1,794.88
1911	2,633	4,981	7,614	8,954,834	4,668,825	13,623,659	3,401.00	937.33	1,789.29
1912	2,680	6,033	8,713	9,247,124	5,468,175	14,715,299	3,450.42	906.37	1,688.89
1913	2,623	6,363	8,986	9,244,642	5,831,372	15,076,014	3,524.45	916.45	1,677.72
1914	b 2,148	7,283	9,431	7,758,041	6,957,279	14,715,320	3,611.75	955.28	1,560.31
1915	b 1,935	7,881	9,816	7,156,580	7,787,740	14,944,320	3,698.49	988.17	1,522.44

\* No data for 1906 are available.

b July 1.

This table shows that between July 1, 1914, and July 1, 1915, there was a net decrease of 213 in the number of Americans; an increase of 598 in the total number of Filipinos; a net increase of 385 in the total number of employees; and a net increase in the total salary roll of ₱229,000. Of this amount only ₱29,775 was in the different Bureaus and Offices of the executive branch of the Government; the increase in the legislative branch of the service was ₱21,856; in the judiciary, ₱17,052; in the provincial service, ₱157,033; and in the municipal service of Manila and Baguio, ₱3,284. The actual increase in the number of Filipinos in the service is 3 in the legislative branch, 56 in the judiciary, 56 in the municipal service of Manila and Baguio, 179 in the provincial service, and 304 in the Bureaus and Offices of

the executive branch of the Government. Of the increase in this latter branch of the service, 77 are in the Philippine Health Service and Philippine General Hospital (over half of these merely representing a transfer from temporary to regular status under the law reorganizing the health service, effective July 1, 1915), 75 in the Bureau of Education, 41 in the Philippine Constabulary, 34 in the Bureau of Posts, 33 in the Bureau of Public Works, 32 in the University of the Philippines, and the remainder in small numbers in the other Bureaus and Offices. The increase in the provincial service is partly accounted for by the 51 persons holding newly created positions in the Department of Mindanao and Sulu, due to the gradual placing of that department under a strictly civil administration, and 43 persons newly appointed in the provincial land assessment service.

The total salary roll of the Insular Government and of the city of Manila has not increased materially during the year, and regardless of the fact that no rigid restrictions were placed on appointments in the provincial service, the increase which has occurred in that branch of the service is accounted for by the transfer of the Department of Mindanao and Sulu from military control at the expense of the Federal Government to a civil administration with a civil-service personnel at the expense of the Philippine Government, the increased activities of this Department in sanitation and in educational work, and the temporarily increased personnel of the provincial land assessment service. The latter service is temporary and the personnel will be disbanded or gradually absorbed into the regular service as soon as this special work is finished. A table showing in detail the number of Americans and Filipinos holding regular positions in the different branches of the service and the salaries paid on January 1, 1913, July 1, 1914, and July 1, 1915, the dates of preparation of the last three Official Rosters, is contained in the appendix.

A careful estimate of the regular and permanent personnel of the service as of January 1, 1916, indicates a reduction of 99 in the number of Americans in the service during the six months between July 1, 1915, and January 1, 1916, and an increase of 93 Filipinos during the same period. Of approximately 1,836 Americans holding regular positions in the service on January 1, 1916, 555 are teachers, 213 are Constabulary officers, 219 are patrolmen, firemen, and prison guards, 112 are civil engineers, surveyors, draftsmen, and computers, 68 are medical, scientific and technical men, leaving 669 employed in other positions in the service, including judges, chiefs of bureaus and offices, and chiefs of division. A very considerable net reduction

in the number of Americans has occurred since January 1, 1913 (a net reduction of 475 in the eighteen months preceding July 1, 1914, and a net reduction of 312 in the eighteen months preceding January 1, 1916), and a constant and gradual reduction is still proceeding. It is important to note that the reduction in the number of Americans, subsequent to that made by reduction of force incident to the 1914 appropriation, has been effected almost entirely without abolition of any position actually occupied, and simply by leaving vacant the positions from which Americans have voluntarily resigned.

#### TEMPORARY EMPLOYMENT.

On July 9, 1915, the Governor-General issued a memorandum order directing all temporary employees holding clerical and semiclerical positions to enter civil-service examinations before the end of the year, and placing a rigid prohibition on further temporary employment of noneligibles and increases in salaries of noneligible temporary employees already in the service. The purpose of this order was to affirm the existing law with reference to temporary employment and assist in its proper administration, and also to reduce as rapidly as possible the number of temporary employees in all positions, both in Manila and in the provinces, for which it is now practicable to maintain suitable eligible registers. The regulation of temporary employment has always been difficult in view of the necessity for employing in some branches of the service large numbers of persons for limited periods of time and other large numbers more or less permanently; for example, in the teaching service or in similar positions where the educational institutions have not yet succeeded in producing a sufficient number of persons with the necessary education to qualify for regular appointment in the service. In such cases all persons who succeed in passing the required civil-service examinations are employed, but in order to operate schools and carry on other important governmental activities it is necessary to retain in the service a considerable number of additional employees on a temporary basis who are unable to qualify for regular appointment. In many other cases there are employees stationed in remote localities for which it has been impossible to secure civil-service eligibles. It is hoped that these conditions can be remedied gradually and these parts of the service improved as the general educational system expands and produces a larger number of well trained young men and women available for employment.

The Governor-General's order gave a decided impetus to the work of transferring such employees from a temporary to a

regular status, though the work had been going on for years as rapidly as it could be accomplished with the limited personnel of the Bureau of Civil Service. One of the principal effects of the order was to show that the administration is in earnest in the matter and that the Bureau of Civil Service has adequate support in the accomplishment of this work. There is always a tendency on the part of appointing officers to make certain temporary employments for personal or political reasons on the ground that eligibles with the exact qualifications required are not available, and later, on account of experience gained during temporary employment, to urge the permanent appointment of such employees on qualification in noncompetitive examination or without examination. From the beginning this tendency has been carefully watched by the Bureau of Civil Service and all possible efforts made to prevent its development, so that no extensive abuses have occurred. The Philippine civil-service law, however, is and must be somewhat elastic with reference to temporary employment in order to make proper allowance for emergencies and for carrying on important Government work without impracticable and unnecessary restrictions. It is therefore very important that the Governor-General and heads of Departments in administering this law adhere closely to its spirit as well as to its letter. The Governor-General's memorandum order of July 9, 1915, is therefore of particular value in enabling the Bureau of Civil Service to carry out the spirit and purpose of the law without imposing unnecessary restrictions on appointing officers, and at the same time carefully and conscientiously guaranteeing that preference in appointment which the law provides for those persons who have entered examinations in good faith and succeeded in qualifying therein.

The records of this Bureau show that on January 1, 1916, there were approximately 300 Americans holding temporary positions in the service, 59 of whom were teachers, 110 civil engineers, overseers, foremen, and skilled mechanics, and nearly all of the remainder in outdoor positions in small numbers throughout the service. The figures with reference to both regular and temporary personnel as of January 1, 1916, are based on a careful estimate, no actual roster of the service as of that date having been compiled.

#### LEGISLATION.

##### THE RETIREMENT ACT.

The most important legislation affecting the civil service enacted during the last session of the Legislature was the Retirement Act, a copy of which is included with this report. This

Act is obviously temporary in its provisions and for the purpose of securing such reorganization and reduction of personnel as can be accomplished in the near future. Its provisions were carefully worked out by the Speaker of the Philippine Assembly, with the advice and assistance of administrative officers of the Government. Before it was finally submitted to the Legislature it was presented to a meeting of chiefs of Bureaus, who unanimously urged the passage of the Act. Three of the four proposed amendments adopted by the Bureau chiefs at this meeting were incorporated in the bill before it was presented to the Legislature, and were enacted. A fourth suggestion that the requirement of continuous service be eliminated was not adopted by the author of the bill, who stated that he had discussed the matter with committees of both houses of the Legislature and was certain that such a provision would not be acceptable. Immediately after the passage of the bill its principal provisions were cabled through the Bureau of Insular Affairs to officers and employees on leave of absence in the United States, who were informed that they would be granted extension of leave of absence without pay in order that they might decide whether or not to make application for retirement before returning to the Islands, if they desired to remain in the United States until printed copies of the Act could be mailed to them. The provisions of the Act requiring advance refund of the total gratuity received prior to reentering the employ of the Philippine Government, make the Act applicable principally to Americans who are returning to their homes in the United States, and to a few Filipino officers and employees who are now very old or otherwise disabled for further service. The Act has been most favorably received by those to whom it is intended principally to apply, the only criticism of its provisions coming from persons whose length of service or character of service is not such as to entitle them to make application. Of something over 1,800 Americans now in the service, at least 1,000 are entitled to make application for retirement, and it is believed that only a small percentage of those eligible will not desire to make application; it is evident, however, that only a comparatively small number of these retirements can be granted immediately or in the near future. The interests of the Government are amply protected by the discretion given the Governor-General to retain employees who make application for retirement until such time as their services can be spared. It is hoped that as soon as the political status of the Islands is definitely determined, any further revision of the leave and salary laws may contain provision for pension and retirement of all officers and employees of the Government,

such provision to be along the line of pension and retirement laws previously proposed by this Bureau, or those now in force for the employees of other governments and of large corporations in the United States.

#### AMENDMENT OF VACATION LEAVE LAW.

Act No. 2626 of the Philippine Legislature, enacted February 5, 1916, but effective January 1, 1916, allows fifteen days' annual vacation leave to permanently appointed messengers in the classified civil service, and twenty-one days' vacation leave to municipal and township treasurers and telegraph operators of the Bureau of Posts. This Act also amends section 24 of Act No. 1698, the vacation leave law, by eliminating the provision that vacation leave may be used during the first two months of the calendar year following that in which the leave is earned. On submission of the question to the Attorney-General he gave as his opinion that this Act, effective January 1, 1916, does not in any way affect vacation leave earned in 1915, or the conditions under which such leave may be enjoyed. Applications for 1915 vacation leave to be enjoyed during the first two months of 1916 have therefore been approved. Vacation leave was provided for messengers and municipal and township treasurers on the condition that substitutes shall not be employed to relieve them during the period of leave granted, municipal treasurers' offices, during the brief periods of leave which may be granted, being kept open by aspirant municipal treasurers or the chief clerk of the municipal treasurer. This will allow the leave to be granted with little or no additional expense to the Government. A considerable additional expense will be involved in the case of telegraph operators of the Bureau of Posts, and in view of the impossibility of training a sufficient corps of student-operators to provide substitutes for the regular operators taking vacation leave, the Legislature decided that leave should not be granted to telegraph operators prior to January 1, 1917.

#### EXEMPTION OF OFFICERS AND EMPLOYEES OF THE PHILIPPINE NATIONAL BANK.

Act No. 2612, providing for the organization of the Philippine National Bank, exempts its officers and employees from the requirements of the Civil Service Act and Rules. The undersigned protested against the proposed exemption prior to final enactment of the Bank Bill, on the ground that the new bank would need the protection which the civil service law provides against constant pressure for political and charitable appointments. It should be stated, however, that there is considerable doubt

whether the bank, under the law enacted, is a private corporation or a strictly Government institution, and it is therefore entirely possible that its officers and employees will not be considered as officers and employees of the Government.

#### OTHER PROPOSED AMENDMENTS.

Several other proposed amendments to the civil service and leave laws, some of a far-reaching and harmful nature, were contained in the first drafts of the annual appropriation bill for 1916, the bill providing for organization of the Philippine Library and Museum, and a bill providing for inspection of tobacco. The Philippine Commission or its committees gave the undersigned an opportunity to be heard on all of the proposed amendments, and they were omitted before final enactment of these bills, usually with the consent and approval of the administrative officials most concerned. The principle adopted by the Commission that an appropriation act should not contain amendments to the civil service law has the approval and support of all advocates of the merit system, as the kind of amendments to civil service law most frequently inserted in appropriation bills are exceptions for the benefit of certain limited classes of employees, and it is impossible for legislatures to give such provisions the same careful consideration that would be given if the general question of amending a civil service law were under consideration.

#### EFFICIENCY BOARD.

An important provision of the Appropriation Act is that authorizing the Emergency Board to act as an Efficiency Board. A permanent secretary has already been appointed and the Efficiency Board has begun preliminary work. It is believed that any general revision of the civil service laws which may be made in the future should provide for the permanent establishment of a system of public-service inspection. The preliminary work which can be done by the present organization is mainly with reference to methods of work and the establishment of standards by which to measure the principal kinds of work done by Government Bureaus and Offices. The subsequent work must be very largely with reference to the character of the personnel of the service, and for this reason, as soon as the preliminary work is done, permanent provision should be made for continuance by the Bureau of Civil Service of efficiency work and general service inspection, following the plan of similar work by the United States Civil Service Commission, the Civil Service Commission of Chicago, and other progressive com-

missions. The civil-service rules should then be amended to provide for efficiency ratings based as far as practicable on actual measurement of the work done by each employee in accordance with the standards which may be established.

#### **LEGISLATION, GENERAL REVIEW, AND RECOMMENDATIONS.**

##### **WORK OF SECRETARY DENISON.**

By Executive Order No. 19, series of 1915, the Governor-General appointed Honorable Winfred T. Denison, Secretary of the Interior, who has an established reputation as a writer on civil-service reform, a committee "to study the existing civil-service laws, rules, and regulations and such amendments to said laws as may have been submitted to, or are pending action by, the Philippine Legislature, and to recommend such amendments to such laws, rules, and regulations as in the judgment of the committee will tend to render the service more stable and to encourage entrance therein." Before his departure for the United States Secretary Denison made a careful study of the existing civil-service law, rules, and regulations, of their history, and of all proposed amendments. He also held numerous consultations with officers and employees in all branches of the service with a view of ascertaining such causes of dissatisfaction with the existing law, either on the part of administrative officers or of their employees, as may exist, and the necessary remedies. His work was interrupted by illness which compelled a visit to the United States. Whether he returns to complete this work or merely reports on the work already done, his conclusions will be of great value. A few days before leaving Manila he stated to the undersigned, in a personal interview, that in his judgment no amendments should be considered before the political status of the Islands is definitely determined by action of Congress.

##### **PRESENT LAW RESULT OF LONG EXPERIENCE.**

The Revised Civil Service Act is a compilation and revision of the general legislation with reference to the civil-service law proper—requirements for appointment and promotion, tenure of office, disciplinary action, etc.—and with reference to leave of absence. The first civil-service law was drafted by men who had had long and successful experience in the administration of civil-service affairs in the United States, in coöperation with the highest legal and administrative officers of the Islands—the Chief Justice of the Supreme Court and the members of the Philippine Commission. It was administered by men of long and successful experience under the United States Civil Service

Commission, and by them was carefully compiled and revised as Act No. 1698 of the Philippine Commission, which was enacted on August 31, 1907. They were then able to utilize the best experience of the United States and of other governments and to take advantage of about seven years of experience in the practical administration of the civil service in the Philippine Islands. The revised law has stood without material amendment for over eight years and has proved sufficiently elastic to meet extensive change, reorganization, and expansion of the service. Its great strength lies in the fact that it is a rigid law, outlining definitely the principles to be followed in the application of the merit system to appointments, promotions, tenure of office, disciplinary action, etc., while leaving to the Governor-General the authority to change the detailed regulations when changes are necessitated by changing conditions. The United States civil-service law, on which the Philippine law is modeled to a certain extent, has not been amended since its enactment in 1883. It is believed that the existing civil-service law proper needs no amendment and that any legislation outlining administrative details at length, not leaving to the Governor-General and heads of Department proper authority to make changes in these regulations, would be most harmful.

#### SALARY ADJUSTMENT.

It has been the opinion of this Bureau for years, outlined at length in preceding reports, that the salary and leave provisions of the civil-service law should be materially amended. It is admitted by all that one of the principal purposes of the Filipinization of the service is to effect a reduction in the total salary roll of the Government. It is apparent that too large a percentage of the revenues is now devoted to this purpose, and furthermore, that no economy can be effected by the gradual Filipinization of the service unless we openly and honestly recognize the difference that should prevail between the proper salary scale for Americans and for Filipinos, the latter serving in their own country and with every reason to expect a life career in the Government service, while the former must have a materially different salary scale due to foreign service and the fact that they cannot under existing conditions expect to spend the whole of their working life and to follow a permanent career in the Philippine service.

In the Seventh Annual Report of this Bureau the Director of Civil Service, in commenting on the question of salary adjustment, stated that "the periods of promotion yearly after the six months tentatively fixed in the rules should be lengthened

and the examination restrictions extended, or the Government will soon find itself paying to Filipinos larger salaries for corresponding work and ability than are paid even in the United States, where salaries and wages are higher than in most other countries in the world." This suggestion is hereby renewed as a recommendation that the present civil-service rules be amended to prohibit increases of salary during the first year of service, or more frequently than once in two years thereafter, save in exceptional cases, and in order to prevent nonobservance of the rule by an extensive number of special-case promotions, that the final approval of special-case promotions be left with a single official or committee of officials to be appointed by the Governor-General for that purpose.

#### ACCRUED LEAVE.

It has also been the opinion of this Bureau, frequently reiterated in the annual reports, that it was never contemplated that long periods of accrued leave should be spent in the Islands, but that its only proper use is for purposes of rest and recuperation in a temperate climate. It is believed that any revision of the civil-service law should change the status of accrued leave to correspond with this principle, which would involve a material reduction in the amount now paid for accrued leave, and materially benefit the health of such employees as might take their leave in foreign countries. There is a well-defined tendency to spend accrued leave in attending to private business, which is in violation of existing prohibitions.

#### EXECUTIVE SUPPORT OF THE CIVIL-SERVICE LAW.

From the first all Presidents and other officials of the United States Government interested in the control of Philippine affairs have insisted on a rigid application of the merit system, and the succeeding Governor-Generals have been of the same mind. At least one of them, during his service as Secretary of a Department, was thought to be opposed to the civil-service law and to comply with its provisions with considerable reluctance, but when he became Governor-General, being responsible for the control of the personnel of the whole Government, he became a reasonably strong civil-service advocate. This uniform support constitutes excellent evidence of the value of a sound civil-service system to the administration of government in these Islands. The general opposition from many branches of the Government, constantly noted in the earlier reports of this Bureau, has gradually died out and has finally changed into active coöperation so far as the great majority of administrative officials are concerned.

It is evident that in the event of an extensive reorganization of the Government due to a change in the political status of the Islands, within the next few months, strong and vigilant protection of the civil service will be more necessary than ever before. The undersigned, fully realizing this fact, stated to the Governor-General when offered the position of Director of Civil Service that he could not administer the law properly without constant and persistent support from the Chief Executive. This was readily promised and has been given throughout the year in a measure far beyond anticipation, in so effective a manner as to reflect favorably on the whole administration, and at times when the strongest possible personal and political considerations urged a different course. Throughout the year the Governor-General has insisted on a strict and impartial observance of the civil-service law as essential to the success of his administration. His faith in the efficiency of the civil-service system was conclusively shown in his recent message to the Legislature with reference to the proposed acquisition by the Government of the Manila Railroad Company, in which he stated:

\* \* \* Should the agreement entered into by me and herewith placed before you be ratified by the Philippine Legislature, I recommend that provision be made for a management of the railroad with a reasonably fixed tenure of office and freedom from minor political restrictions which should be accomplished by an extension of the civil-service rules to the personnel.  
\* \* \*

#### **EXCLUSION OF POLITICS FROM HIGHER POSITIONS.**

The exclusion of political considerations from appointments to the higher administrative positions of the Philippine service is well illustrated by the history of such appointments in the Philippine Civil Service Board and the Bureau of Civil Service. After a brief period during which Honorable Cayetano Arellano, while serving as Chief Justice of the Supreme Court, also acted as chairman of the Civil Service Board for the purpose of formulating the first civil-service law and rules, Mr. Frank M. Kiggins, who had served during this period as chief examiner and had assisted in the preparation of the first civil-service law (Act No. 5 of the Philippine Commission) prior to the establishment of the Civil Service Board, was appointed chairman. He served as such for only a few months, returning to the service of the United States Civil Service Commission as chief examiner. Dr. W. S. Washburn was then appointed chairman of the Board on recommendation of the United States Civil Service Commission and because of his excellent service in responsible positions under that Commission. He served as chairman of the Board and Director of Civil Service from August 26, 1901, to April 4,

1909, when he resigned in order to become a member of the United States Civil Service Commission. Dr. B. L. Falconer, who had also had long and excellent service with the United States Civil Service Commission and who had served as examiner and member of the Philippine Civil Service Board and Assistant Director of Civil Service from December 24, 1900, was then appointed to succeed Doctor Washburn, and served as Director of Civil Service from May 19, 1909, to December 31, 1914, when he was compelled to retire from the service on account of ill health. He now occupies a very responsible position under the United States Civil Service Commission. The undersigned entered the Bureau of Civil Service on July 21, 1906, received his entire training in civil-service matters under the direction of Doctors Washburn and Falconer, and after retirement of the latter and solely because of his recommendation was appointed by the Governor-General as Director of Civil Service. His whole purpose during the past year has been to maintain the general policies of his predecessors as outlined in the civil-service law, and to continue the work on the strong foundations laid by them. The history of appointments to the higher positions in nearly every Bureau of the Philippine Government would show that from the beginning the same spirit has been followed as that outlined above for the Bureau of Civil Service, this being in accordance with the provision of the Revised Civil Service Act (sec. 7), that "If competent persons are found in the service who in the judgment of the appointing power are available and possess the qualifications required, vacancies in the position of chiefs and assistant chiefs of Bureaus and Offices \* \* \* shall be filled by promotion of such persons \* \* \*." This provision of law has been followed without an unreasonable number of exceptions since its enactment and has been observed without exception during the past year. Such positions in the United States are generally held by political appointees, and while civil-service reformers are making strong efforts to remove them from the domain of politics, and have succeeded in doing so in many cases where civil-service commissions have been newly organized, yet it is more difficult to change an old system that is wrong than to start a new system right and to keep it right.

The Philippine Government is exceedingly fortunate in having recognized from the beginning, almost without exception, the fact that chiefs of administrative Bureaus and Offices, and particularly the Director of the Civil Service system, have little or nothing to do with the formulation of political policies although the successful issue of such policies may depend to a great extent

on full and free coöperation of these higher administrative officers and it is occasionally necessary to require resignations of officers who refuse to give this coöperation. The entire absence of political considerations which have governed appointments and the promotion of capable men trained within the service have made possible continuity of purpose and prevention of wasted effort through cross purposes and changes of plan, especially so far as the civil service is concerned. The present Governor-General has rendered a highly important service to the cause of good government in these Islands by his firm adherence to the principle that the higher positions throughout the service are to be filled by the promotion of competent men who have received their training therein.

#### POLITICAL ACTIVITY.

In view of the approaching political campaigns and elections, copies of the circular letter of this Bureau of December 9, 1913, approved by Governor-General Harrison, outlining prohibited political activity, were mailed to all chiefs of bureaus and offices on February 7, 1916, with request that the circular be brought to the attention of all officers and employees, and posted prominently in provincial and municipal buildings throughout the Islands. Several former officers and employees who intend to become candidates for elective offices have already resigned from civil-service positions, in order not to violate the provisions of the civil-service rules with reference to political activity, which are well known throughout the service as applicable to all officers and employees excepting those holding elective positions.

#### RECOMMENDATIONS.

No change in the civil-service law proper is recommended. It is recommended that the leave law be amended to provide for the enjoyment of accrued leave only for the purpose of enabling employees to visit the United States and foreign countries. The consideration of pension and retirement legislation for the whole service is also recommended. Changes in the civil-service rules prohibiting promotions during the first year of service after probational appointment, or more frequently than once in two years, and then not more than one class at a time, save in exceptional cases; the appointment by the Governor-General of a committee whose duty it shall be to render final decision on all proposed special case promotions; and further extension of promotion examinations with sufficient provision for skilled examiners to handle these examinations, would be for the benefit of the

service. Provision for permanent public service inspection and efficiency under the control of the Bureau of Civil Service as soon as the Efficiency Board now in existence has completed the necessary preliminary work with reference to general methods and standards for measurement of work, is recommended.

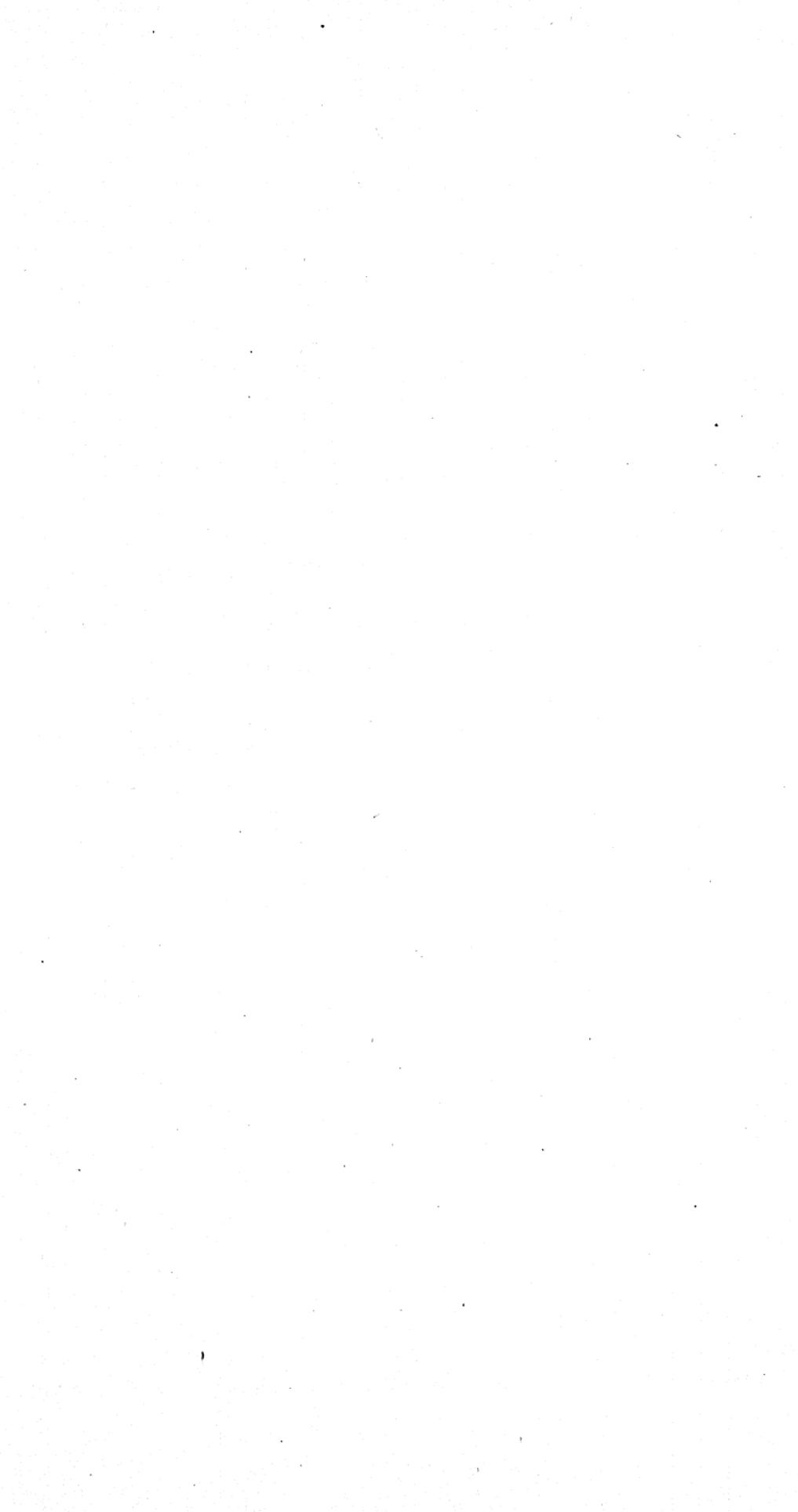
#### GENERAL SUMMARY.

A larger number of persons were examined during 1915 than in any previous year in the history of the Bureau. Effort has been made to maintain the adaptation of examinations to the changing needs of the service. New appointments and promotions have been carefully restricted during both 1914 and 1915. Laws have been enacted providing a retirement allowance for a limited part of the personnel, a slight amendment of the vacation leave law, and the extension of vacation leave to messengers, municipal and township treasurers, and telegraph operators. There has been reasonably satisfactory observance of the civil-service law and coöperation in its administration on the part of nearly all officers and employees of the Government, particularly the highest administrative officials.

Respectfully submitted.

H. L. HERSHÉY,  
*Director of Civil Service.*

To the Honorable the GOVERNOR-GENERAL,  
*Manila, P. I.*



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## APPENDIX.

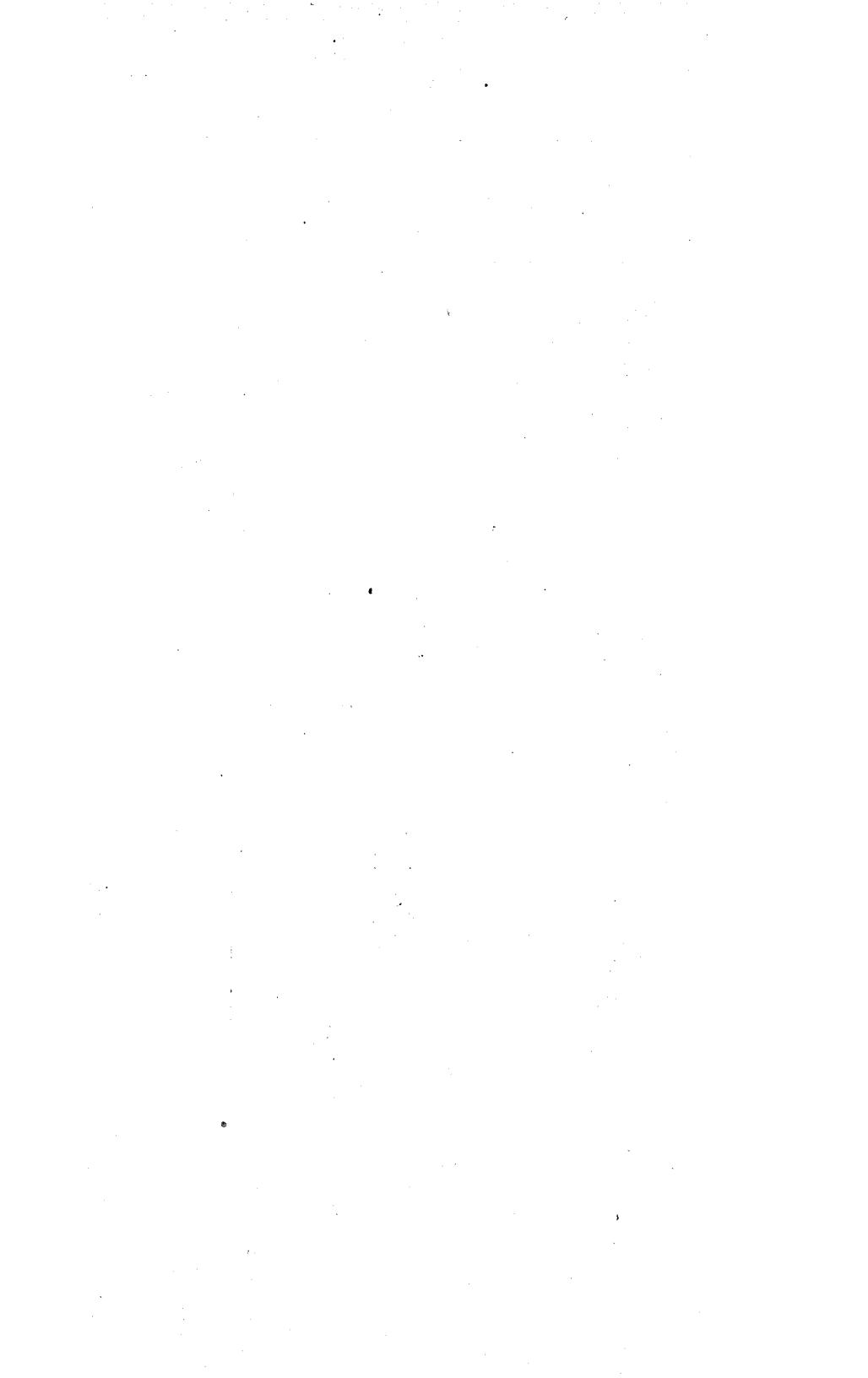
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## STATISTICS.

Table showing the results of all examinations in English and Spanish (noneducational excepted) held by the Bureau of Civil Service during the year 1915.



*Appointments made in the United States to positions in the unclassified service from January 1 to December 31, 1915.*

Position.	Number.
Architect, assistant, Bureau of Public Works (for two years only) .....	1
Instructor in botany, University of the Philippines .....	1
Instructor in chemistry, University of the Philippines .....	1
Instructor in physics, University of the Philippines .....	1
Third lieutenant, Philippine Constabulary .....	12
<b>Total</b> .....	<b>16</b>

*Appointments in the Philippine civil service from January 1 to December 31, 1915.*

Positions.	In the United States.			Original, in the Philippines.		Total.
	Original.	Transfer.	Rein-statement.	Americans.	Filipinos.	
					Eng- lish.	Span- ish.
Apprentice (Bureau of Printing) .....					2	2
Bacteriologist .....	1					1
Bacteriologist and pathologist .....	1					1
Bookkeeper, junior .....					2	2
Chemist .....					1	1
Chemist:						
Organic .....	1					
Inorganic .....	1					1
Clerk:						
First grade .....				4	6	10
Second grade .....				a 187	24	211
Third grade .....				186	18	154
Computer, assistant .....				6	1	7
Craftsman-instructor (Bureau of Printing) .....	1					1
Customs guard .....					10	11
Dentist .....					1	1
Draftsman:						
Junior architectural .....					3	4
Junior topographical .....					5	8
Engineer:						
Civil .....				2	3	6
Assistant civil .....					7	7
Junior civil .....					3	3
Mechanical .....					1	1
Assistant sanitary .....	1					
Fireman, second class .....					2	2
Forest field assistant .....	2					2
Forester .....	1	1				2
Inspector:						
Agricultural .....				1	1	2
Boiler .....						2
Fiber .....				1		2
Medical .....				.1		1
Sanitary .....					b 1	1
Instructor in forestry .....	1					1
Internal-revenue agent .....			1			1
Law clerk .....					1	2
Messenger .....					11	11
Municipal treasurer .....					40	43
Mycologist .....	1					1
Nurse (training-school graduates) .....					48	48
Observer, first class .....						1
Overseer .....				1		1
Patrolman:						
First class .....					10	10
Third class .....					14	14
Patron (Bureau of Customs) .....						1
Photographer .....						1
Physician .....	1					1
Prison guard:						
First class .....				11		11
Second class .....					18	18
Ranger (forest-school graduates) .....					18	18
Scientific assistant .....					4	18

<sup>a</sup> One appointed as a result of the junior-teacher examination.

<sup>b</sup> Appointed as a result of graduation from the Philippine Training School for Nurses.

*Appointments in the Philippine civil service from January 1 to December 31, 1915—Continued.*

Positions.	In the United States.			Original, in the Philippines.			Total.
	Original.	Transfer.	Rein-statement.	Amer-icans.	Eng-lish.	Span-ish.	
Stenographer				3		3	6
Stenographer, junior					8	3	11
Stenographer and typewriter (cable clerk)	1						1
Stenographer and typewriter (verbatim reporter)	1						1
Surgeon, attending (Philippine General Hospital)	1						1
Surveyor		1	3		28		32
Surveyor, junior					18		18
Teacher	53		11	6	b 2		72
Teacher:							
Industrial	5						5
Junior					d 28		28
Junior (normal-school graduates)					69		69
Agriculture, junior					3		3
Domestic science, junior					4		4
Woodworking, junior					21		21
Woodworking, junior (trade-school graduates)					3		3
Typewriter, junior					1	9	10
Veterinarian					1		1
Total	66	7	18	39	717	86	933

\* Thirty-two appointed as a result of the assistant examination.

b One appointed as a result of the assistant examination.

*Appointments made in the Islands through changes in the classified service, during the year ended December 31, 1915.*

	Amer-icans.	Filipinos.	Total.
	English.	Spanish.	
Promotions	437	1,792	399
Reductions	6	2	13
Reinstatements	34	112	68
Transfers	46	169	60
Total	523	2,075	540
			3,138

*Appointments made in the Federal civil service in the Philippine Islands during the year ended December 31, 1915, upon certification of the Bureau of Civil Service.*

	Position.	Amer-icans.	Filipinos.
Original:			
Clerk—			
First grade			5
Second grade			1
Mate			1
Messenger			2
Packer			1
Total original		9	1
By transfer			1
Grand total		9	2

*Americans and Filipinos in the Philippine civil service on July 1, 1915, and the salaries paid.<sup>a</sup>*

Bureau or office.	Amer- icans.	Filipinos.	Salaries of—	
			Americans.	Filipinos.
<b>Legislative:</b>				
Philippine Commission	6	13	₱46,000	₱77,320
Philippine Assembly <sup>b</sup>		86		126,364
<b>Executive:</b>				
Office of the Governor-General <sup>c</sup>	2		30,600	
Executive Bureau	17	94	89,300	134,312
Bureau of Audits	35	127	169,100	130,836
Bureau of Civil Service	4	28	28,600	29,320
Board of Public Utility Commissioners	6	10	47,000	22,440
Philippine Board of the Panama-Pacific International Exposition	2	10	15,000	29,040
Office of the Secretary of the Interior	3		31,700	
Philippine Health Service	52	219	178,224	270,862
Bureau of Lands	76	241	286,925	234,180
Bureau of Science	24	32	113,800	45,208
Bureau of Forestry	16	122	67,700	100,156
Weather Bureau	2	87	8,380	74,800
Office of the Secretary of Commerce and Police	2		23,700	
Philippine Constabulary	236	170	831,905	339,786
Bureau of Public Works	107	252	498,896	253,918
Bureau of Posts	65	— 1,063	240,248	568,164
Bureau of Coast and Geodetic Survey	5	24	18,000	24,480
Bureau of Labor		20		32,910
Office of the Secretary of Finance and Justice		2		23,700
Bureau of Justice	8	31	35,400	82,216
Bureau of Customs	97	431	363,528	369,690
Bureau of Internal Revenue	28	173	119,800	166,913
Bureau of the Treasury	15	26	78,750	29,252
Office of the Secretary of Public Instruction	2	1	22,900	3,600
Bureau of Education	576	804	1,738,788	625,280
University of the Philippines	58	101	279,300	198,134
Bureau of Agriculture	63	82	231,300	88,160
Bureau of Supply	22	76	98,100	62,556
Bureau of Prisons	46	84	130,820	76,548
Bureau of Printing	20	271	92,400	186,258
Philippine Library	6	18	20,800	15,516
<b>Judicial:</b>				
Supreme Court	15	33	121,400	99,368
Courts of First Instance	24	208	159,100	359,308
General Land Registration Office	2	69	8,100	63,600
Code Committee	3	7	28,500	27,880
Justices of the Peace	5	716	4,200	508,830
<b>Provincial service:</b>				
Municipal service of Manila:				
Municipal Board	6	17	29,550	47,768
Law department	3	57	9,600	106,260
Fire department	51	91	136,760	84,280
Department of police	149	360	357,020	268,008
Department of city schools	1	176	3,800	148,176
Department of engineering and public works	19	59	78,250	84,826
Municipal service of Baguio	2	15	4,600	14,544
<b>Total<sup>d</sup></b>	1,961	8,176	7,156,580	7,787,740

<sup>a</sup> The following employees are not included: Temporary and emergency employees; enlisted men of the Philippine Constabulary; semiskilled and unskilled laborers; persons compensated by fees only.

<sup>b</sup> Not including delegates to the Philippine Assembly. The total expenditure on account of salaries and wages for the Philippine Assembly, including compensation of delegates, for the fiscal year ended December 31, 1915, was ₱382,520.82.

<sup>c</sup> The Governor-General and Secretaries of Departments are also members of the Philippine Commission.

<sup>d</sup> Deduct 26 Americans and 295 Filipinos for persons counted more than once by reason of holding more than one position.

*Comparison of numbers and salaries in different branches of Philippine civil service on January 1, 1913, July 1, 1914, and July 1, 1915.*

LEGISLATIVE.

Date.	Amer- icans.	Filipi- nos.	Total.	Salaries paid— <sup>a</sup>			Average salaries of— <sup>a</sup>		
				Americans.	Filipinos.	Total.	Amer- icans.	Fili- pinos.	Total.
Jan. 1, 1913	4	86	90	41,000.00	163,816.00	204,816.00	10,250.00	1,904.84	2,275.73
July 1, 1914	5	96	101	42,000.00	185,828.00	227,828.00	8,400.00	1,935.71	2,255.72
July 1, 1915	6	99	105	46,000.00	203,684.00	249,684.00	7,666.67	2,057.41	2,377.94

EXECUTIVE.

Jan. 1, 1913	2,229	3,478	5,707	7,801,602.00	3,015,294.00	10,816,896.00	3,500.05	866.96	1,895.37
July 1, 1914	1,767	4,004	5,771	6,362,819.00	3,701,005.00	10,063,824.00	3,600.92	924.33	1,743.86
July 1, 1915	1,586	4,308	5,894	5,875,964.00	4,217,635.00	10,093,599.00	3,704.90	979.02	1,712.52

JUDICIAL.

Jan. 1, 1913	48	944	992	341,100.00	963,683.00	1,304,783.00	7,106.25	1,020.85	1,315.30
July 1, 1914	50	977	1,027	326,700.00	1,036,530.00	1,363,230.00	6,584.00	1,060.93	1,327.39
July 1, 1915	49	1,033	1,082	321,300.00	1,058,982.00	1,380,282.00	6,557.14	1,025.15	1,275.68

PROVINCIAL.

Jan. 1, 1913	74	1,222	1,296	320,288.00	1,097,123.00	1,417,411.00	4,328.22	897.81	1,093.68
July 1, 1914	75	1,488	1,563	340,100.00	1,350,180.00	1,690,280.00	4,534.67	907.38	1,081.43
July 1, 1915	66	1,667	1,738	298,736.00	1,553,577.00	1,847,313.00	4,450.55	981.96	1,065.96

MUNICIPAL (MANILA AND BAGUIO).

Jan. 1, 1913	268	633	901	740,652.00	591,456.00	1,332,108.00	2,763.63	934.37	1,478.48
July 1, 1914	251	718	969	686,422.00	683,736.00	1,370,158.00	2,734.75	952.28	1,413.99
July 1, 1915	228	774	1,002	619,580.00	753,862.00	1,373,442.00	2,717.46	973.98	1,370.70

TOTAL.

Jan. 1, 1913	2,623	6,363	8,986	9,244,642.00	5,831,372.00	15,076,014.00	3,524.45	916.45	1,677.72
July 1, 1914	2,148	7,283	9,431	7,758,041.00	6,957,279.00	14,715,320.00	3,611.75	955.28	1,560.31
July 1, 1915	1,935	7,881	9,816	7,156,580.00	7,787,740.00	14,944,320.00	3,698.49	988.17	1,522.44

\* In pesos Philippine currency.

Proper deductions have been made in these figures for persons counted more than once by reason of holding more than one position.

## REVISED CIVIL SERVICE ACT.

[Act No. 1698, as amended by Acts Nos. 1881, 2120 and 2626.]

### An Act for the regulation of the Philippine Civil Service.

By authority of the United States, be it enacted by the Philippine Commission, that:

SECTION 1. This Act shall apply to appointments to all positions and employments in the Philippine civil service, Insular or provincial, or of the city of Manila, now existing or hereafter to be created, the compensations of which are authorized at an annual, monthly, or daily rate, or otherwise, except the employment of semiskilled or unskilled laborers whose rate of compensation is seven hundred and twenty pesos or less per annum, and the employment of all other persons whose rate of compensation is two hundred and forty pesos or less per annum: *Provided*, That the examination requirements of this Act for entrance into the civil service or for promotion therein shall not apply to positions filled by the following:

- (a) Elected officers.
- (b) Employees of the Philippine Assembly selected by it.
- (c) Persons appointed by the Governor-General with the advice and consent of the Philippine Commission, unless otherwise specifically provided by law.
- (d) One private secretary to the Governor-General and to each of the other members of the Philippine Commission.
- (e) Persons in the military, naval, or civil service of the United States who may be detailed for the performance of civil duties.
- (f) Officers and employees in the Department of Commerce and Police whose duties are of a quasi-military or quasi-naval character.
- (g) Officers and employees in the Office of the Supervising Railway Expert who are exempted by the Governor-General from compliance with the civil service law and rules.
- (h) Postmasters and customs inspectors whose rates of compensation do not exceed six hundred pesos and three hundred and sixty pesos per annum, respectively, and who may lawfully perform the duties of postmaster or customs inspector in connection with other official duties or in connection with their private business, such duties of postmaster or inspector requiring only a portion of their time; postmasters who are required to perform the duties of telegraph operators: *Provided*, That in the discretion of the Director of Posts

Classified service.

Unclassified service.

such postmasters may be appointed subject to the examination requirements of this Act; postmasters at army posts whose compensation does not exceed twelve hundred pesos per annum each; and operators and linemen in the Bureau of Posts.

**Temporary and emergency employees.**

- (i) Detectives, secret agents, sheriffs, and deputy sheriffs.
- (j) Temporary and emergency employees: *Provided*, That when the work to be performed is temporary in character, or whenever an emergency shall arise requiring work to be done before it is practicable to obtain the prior approval of the Director of Civil Service, the chief of a Bureau or Office may immediately employ any person, giving preference to eligibles if available, but he shall without delay request approval of such temporary or emergency employment, and the employment of a noneligible shall cease when the Director of Civil Service certifies an available eligible who accepts temporary or probational appointment.

**Duties of Director of Civil Service.**

SEC. 2. It shall be the duty of the Director of Civil Service—

**Record of employees.**

- (a) To keep a record of all officers and employees filling positions in the classified service and of all officers and employees in the unclassified service who are entitled to leave of absence provided for in this Act, and for the purpose of this record he is hereby authorized to require each chief of a Bureau or Office to furnish the necessary information, in such form and manner as the Director of Civil Service shall prescribe with the approval of the Governor-General. An official roster shall be published at intervals to be fixed by the Governor-General.

**Official roster.**

**Reports of absences.**

- (b) To keep a record of the absences of all officers and employees entitled to the leave of absence provided for in this Act, and for the purpose of this record he is hereby authorized to require each chief of a Bureau or Office to cause to be kept a record of the attendance of such officers and employees and to report to the Director of Civil Service, in the form and manner prescribed by him and approved by the Governor-General, all absences from duty of such officers and employees from any cause whatever.

**Annual report.**

**Purpose of Act.**

- (c) To render an annual report, on or before the first day of July of each year, to the Governor-General showing the work performed by the Bureau of Civil Service, the rules which have been certified by the Director of Civil Service and approved by the Governor-General and the practical effect thereof, and suggestions for carrying out more effectually the purpose of this Act, which is hereby declared to be the maintenance of an efficient and honest civil service in all the executive branches of the Government of the Philippine Islands.

**Control of examinations.**

- (d) To supervise the preparation and rating and have control of all examinations in the Philippine Islands under this Act. The Director of Civil Service, with the approval of the Governor-General or proper head of Department, may designate a suitable number of persons in the Philippine civil

service to conduct examinations and to serve as members of examining committees. When examiners with special, technical, or professional qualifications are required for the preparation or rating of examination papers the Director of Civil Service may designate competent persons in the service for such special duty. The duties required of members of examining committees, or of special examiners, shall be considered as part of their official duties and shall be performed without extra compensation. When persons can not be found in the Philippine service with the necessary qualifications for such special examining work as may be required, the Director of Civil Service is authorized to employ at a reasonable compensation persons not in public employment for such work, which compensation shall be paid on the order of the Director of Civil Service out of the general funds appropriated for the purposes of the Bureau of Civil Service.

Examining  
committees.

(e) To make investigations and report upon all matters relating to the enforcement of this Act and the rules adopted hereunder. In making such investigations the officers and duly authorized examiners of the Bureau of Civil Service are empowered to administer oaths, to summon witnesses, and to require the production of official books and records which may be relevant to such investigation, and they may also administer such oaths as may be necessary in the transaction of any official business of the Bureau of Civil Service.

Investigations.

(f) To prepare and certify to the Governor-General rules adapted to the carrying out of the provisions of this Act. It shall be the duty of all officers in the Philippine civil service to aid, in all proper ways, in carrying said rules and any modifications thereof into effect: *Provided*, that the rules so prepared and certified shall not take effect until approved by the Governor-General and promulgated by his executive order.

Civil Service  
Rules.

SEC. 3. The rules to be prepared and certified by the Director of Civil Service shall, among other things, provide—

Provisions or  
rules.

(a) For the preparation and holding in Manila and in the provinces of open competitive examinations for testing the fitness of applicants for appointment to the classified service, and for the preparation and the holding of examinations in the United States under the auspices of the United States Civil Service Commission.

Competitive and  
noncompetitive ex-  
aminations.

(b) For the holding of competitive examinations when practicable: *Provided*, That appointment to those positions requiring technical, professional, or scientific knowledge may be made as a result of competitive or noncompetitive examination: *And provided further*, That noncompetitive examinations may be given when applicants fail to compete after due notice has been given of an open competitive examination, or when in the opinion of the Director of Civil Service the holding of a competitive examination would not result in securing competitors.

(c) For the selection of skilled workmen by such examinations, competitive or noncompetitive, as may be practicable, and which need not relate to more than the capacity of the

Skilled work-  
men.

Examinations in Spanish and English.	applicants to labor, their habits of industry and sobriety, and their honesty.
Physical examination.	(d) For the examination of applicants in Spanish and English whenever a knowledge of both languages is essential to an efficient discharge of the duties of the position sought.
Experience.	(e) For a thorough physical examination by a competent physician of every applicant for examination in the United States, for such physical examination in the Philippine Islands as in the discretion of the Director of Civil Service may be necessary, and for rejection of every applicant found to be physically disqualified for efficient service in the Philippine Islands.
Certification of eligibles.	(f) For the allowance in examinations of credit for experience.
Period of probation.	(g) For certification by the Director of Civil Service to the different Bureaus and Offices of those rated highest according to average percentage on the civil service list of eligibles.
Promotion examinations.	(h) For a period of probation before the appointment or employment is made permanent.
Transfers.	(i) For competitive or noncompetitive promotion examinations whenever practicable.
Reinstatements.	(j) For transfers from one branch of the classified service to another, or from the Federal classified civil service of the United States to the classified civil service of the Philippine Islands, under limitations to be fixed by the rules.
Age limits.	(k) For the conditions under which reinstatements in the service may be made.
Applications.	(l) For fixing age limits of applicants for entrance into the classified service.
Office.	(m) For eliciting from all applicants for examination and from persons now in the service full information as to their citizenship, nativity, age, education, physical qualifications, and such other information as may reasonably be required affecting their fitness for the service.
Illegal appointments, salary to be withheld.	(n) For the procedure in making appointments to the service, separations therefrom, and suspensions and reductions therein.
	(o) For regulating hours of labor and the allowance of leaves of absence (including the withholding of salary for leave granted) and of traveling expenses and half salary for persons entitled thereto.
	SEC. 4. The Bureau of Civil Service shall have a permanent office in the city of Manila. When examinations are held by the Bureau of Civil Service, either in Manila or in the provinces, officers having the custody of public buildings shall allow the reasonable use thereof for the purpose of holding such examinations.
	SEC. 5. (a) No person shall be appointed or employed in the civil service of the Philippine Islands except as provided by law, or, in the provincial service, by a resolution of the proper provincial board approved by the Executive Secretary, and in accordance with this Act. No person appointed to or

employed in the classified service in violation of law or of civil service rules shall be entitled to receive salary or wages from the Government, but the chief of the Bureau or Office who makes such unauthorized appointment or employment shall be personally responsible to the person illegally appointed for the salary which would have accrued to him had the appointment or employment been made in accordance with law and civil service rules, and payment shall be made to him out of the salary of such chief of the Bureau or Office by the disbursing officer. When the Director of Civil Service shall find that any person is holding a position in the classified civil service in violation of law, he shall certify information of the fact to the Insular Auditor and to the disbursing officer through whom the payment of salary or wages to such person is by law required to be made. If the Insular Auditor shall find that a disbursing officer has paid or permitted to be paid salary or wages to any person illegally holding a classified position, the whole amount paid shall be disallowed and the disbursing officer shall not receive credit for the same unless the Insular Auditor shall find that the chief of the Bureau or Office is responsible, as above provided, for the payment of salary or wages to such person and that such payment is not due to the failure of the disbursing officer to obtain proper evidence as herein required. In case the disbursing officer is not responsible for the illegal payment, he shall be directed to withhold from the salary of the chief of the Bureau or Office responsible for the illegal employment an amount equal to that disallowed by the Insular Auditor. A disbursing officer, the head of any Department, Bureau, or Office, or the Insular Auditor, may apply for, and the Director of Civil Service shall render, a decision upon any question as to whether a position is in the classified or in the unclassified civil service, or whether the appointment of any person to a classified position has been made in accordance with law, which decision, when rendered, shall be final unless reversed by the Governor-General on appeal.

(b) No person appointed to any unclassified position shall be assigned to or employed in a position the duties of which are clerical, nor shall he be assigned to or employed in any other position in the classified service.

Assignment of unclassified employees to classified positions prohibited.

(c) No person appointed to a position in the classified service shall, without the approval of the Director of Civil Service, be assigned to or employed in a position of a grade or character not contemplated by the examination from the results of which appointment was made, unless otherwise provided by law.

Assignments in the classified service.

SEC. 6. In the appointment of officers and employees under the provisions of this Act, the appointing officer in his selection from the list of eligibles furnished to him by the Director of Civil Service shall, where other qualifications are equal, prefer—

Preference in appointment.

First. Natives of the Philippine Islands or persons who

have, under and by virtue of the treaty of Paris, acquired the political rights of natives of the Islands.

Second. Persons who have served as members of the Army, Navy, or Marine Corps of the United States and have been honorably discharged therefrom.

Third. Citizens of the United States.

**Aliens.**

*Provided, however,* That with the approval of the Governor-General, persons other than those hereinbefore named in this section may be appointed.

**Vacancies to be filled by promotion if possible.**

SEC. 7. If competent persons are found in the service who in the judgment of the appointing power are available and possess the qualifications required, vacancies in the position of chiefs and of assistant chiefs of Bureaus and Offices and in the position of superintendent shall be filled by promotion of such persons without examination: *Provided, however,* That an examination may be given when requested by the Governor-General or proper head of Department.

**Frauds.**

SEC. 8. Any person who shall willfully and corruptly, by himself or in coöperation with one or more persons, defeat, deceive, or obstruct any person in the matter of his right of examination by the Bureau of Civil Service; or who shall willfully or corruptly make a false rating, grading, estimate, or report upon the examination or standing of any person examined hereunder, or aid in so doing; or who shall willfully or corruptly make any false representations relative thereto or concerning the persons examined; or who shall willfully and falsely or corruptly use or furnish any information for the purpose of injuring the prospects or chances of employment, appointment, or promotion of any person so examined or to be examined, or who shall willfully furnish any special or secret information which will give to the person to be examined an unfair advantage in the examination, shall for each offense be punished by a fine not exceeding two thousand pesos, or by imprisonment for a period not exceeding one year, or by both such fine and imprisonment, in the discretion of the court.

**Beneficiaries of frauds.**

SEC. 9. Any person who shall willfully become the beneficiary of an act in violation of the last preceding section shall be punished as provided in that section.

**Political contributions.**

SEC. 10. No person in the Philippine civil service shall be under obligation to contribute to a political fund or to render any political service, nor shall he be removed or otherwise prejudiced for refusing to contribute or render any such service, and no officer or employee in the Philippine civil service shall directly or indirectly solicit, collect, or receive from any other officer or employee subject to his orders or under his jurisdiction, any money or other valuable thing to be applied to the promotion of any political object whatever. Any person violating any of the provisions of this section shall be removed from office and shall be punished by a fine

not exceeding one thousand pesos or by imprisonment not exceeding six months, or by both such fine and imprisonment in the discretion of the court.

SEC. 11. No inquiry shall be made and no consideration whatever shall be given to any information relative to the political or religious opinions or affiliations of persons examined, or to be examined, for entrance into the service, or of officers or employees in the matter of promotion: *Provided, however,* That disloyalty to the United States of America as the supreme authority in these Islands shall be a complete disqualification for holding office in the Philippine civil service: *And provided further,* That no person shall be eligible for examination or appointment under the provisions of this Act who, after the thirtieth day of April, nineteen hundred and one, has been in arms against the authority of the United States in the Philippine Islands, or who has given aid and comfort to enemies of the United States or who after the passage of this Act shall have been in arms against the authority of the United States in the Philippine Islands or shall have given aid and comfort to the enemies of the United States; this provision shall not apply to those persons who were in arms against the authority and sovereignty of the United States in the Philippine Islands, or their aiders or abettors, prior to July fourth, nineteen hundred and two, who came within the provisions of the proclamation of amnesty of the President of the United States issued upon said date, and who have complied with the terms of said proclamation.

SEC. 12. Every applicant for admission to the Philippine civil service shall, before being admitted to examination in the Islands, take and subscribe the following oath before a notary public or other officer authorized to administer oaths: Oath of applicants.

“OATH OF APPLICANT.

“I, ..... , having applied for admission to the civil service of the Philippine Islands, do solemnly swear (or affirm) that I recognize and accept the supreme authority of the United States of America in these Islands and will maintain true faith and allegiance thereto; that I will obey the laws, legal orders, and decrees promulgated by its duly constituted authorities; that I impose upon myself this obligation voluntarily, without mental reservation or purpose of evasion. So help me God. (The last four words to be stricken out in case of affirmation.)

(Signature) “.....

“Subscribed and sworn to (or affirmed) before me this ..... day of ..... 19....

“.....”

The oath of the applicant shall be filed with his application for examination.

SEC. 13. The officers and employees in the Philippine civil service shall be arranged in the following classes, and, unless otherwise provided by law, it shall be understood that the Salary classes.

minimum amount specified for each class indicates the annual salary of each officer or employee in that class:

1—P6,000. CLASS 1. All persons receiving an annual salary of six thousand pesos or more, or a compensation at the rate of six thousand pesos or more per annum.

2—P5,500. CLASS 2. All persons receiving an annual salary of five thousand five hundred pesos or more, or a compensation at the rate of five thousand five hundred pesos or more, but less than six thousand pesos per annum.

3—P5,000. CLASS 3. All persons receiving an annual salary of five thousand pesos or more, or a compensation at the rate of five thousand pesos or more, but less than five thousand five hundred pesos per annum.

4—P4,500. CLASS 4. All persons receiving an annual salary of four thousand five hundred pesos or more, or a compensation at the rate of four thousand five hundred pesos or more, but less than five thousand pesos per annum.

5—P4,000. CLASS 5. All persons receiving an annual salary of four thousand pesos or more, or a compensation at the rate of four thousand pesos or more, but less than four thousand five hundred pesos per annum.

6—P3,600. CLASS 6. All persons receiving an annual salary of three thousand six hundred pesos or more, or a compensation at the rate of three thousand six hundred pesos or more, but less than four thousand pesos per annum.

7—P3,200. CLASS 7. All persons receiving an annual salary of three thousand two hundred pesos or more, or a compensation at the rate of three thousand two hundred pesos or more, but less than three thousand six hundred pesos per annum.

8—P2,800. CLASS 8. All persons receiving an annual salary of two thousand eight hundred pesos or more, or a compensation at the rate of two thousand eight hundred pesos or more, but less than three thousand two hundred pesos per annum.

9—P2,400. CLASS 9. All persons receiving an annual salary of two thousand four hundred pesos or more, or a compensation at the rate of two thousand four hundred pesos or more, but less than two thousand eight hundred pesos per annum.

10—P2,000. CLASS 10. All persons receiving an annual salary of two thousand pesos or more, or a compensation at the rate of two thousand pesos or more, but less than two thousand four hundred pesos per annum.

A—P1,800. CLASS A. All persons receiving an annual salary of one thousand eight hundred pesos or more, or a compensation at the rate of one thousand eight hundred pesos or more, but less than two thousand pesos per annum.

B—P1,680. CLASS B. All persons receiving an annual salary of one thousand six hundred and eighty pesos or more, or a compensation at the rate of one thousand six hundred and eighty pesos or more, but less than one thousand eight hundred pesos per annum.

C—P1,440. CLASS C. All persons receiving an annual salary of one thousand four hundred and forty pesos or more, or a compensation at the rate of one thousand four hundred and

forty pesos or more, but less than one thousand six hundred and eighty pesos per annum.

CLASS D. All persons receiving an annual salary of one thousand two hundred pesos or more, or a compensation at the rate of one thousand two hundred pesos or more, but less than one thousand four hundred and forty pesos per annum.

D—P1,200.

CLASS E. All persons receiving an annual salary of one thousand and eighty pesos or more, or a compensation at the rate of one thousand and eighty pesos or more, but less than one thousand two hundred pesos per annum.

E—P1,080.

CLASS F. All persons receiving an annual salary of nine hundred and sixty pesos or more, or a compensation at the rate of nine hundred and sixty pesos or more, but less than one thousand and eighty pesos per annum.

F—P960.

CLASS G. All persons receiving an annual salary of eight hundred and forty pesos or more, or a compensation at the rate of eight hundred and forty pesos or more, but less than nine hundred and sixty pesos per annum.

G—P840.

CLASS H. All persons receiving an annual salary of seven hundred and twenty pesos or more, or a compensation at the rate of seven hundred and twenty pesos or more, but less than eight hundred and forty pesos per annum.

H—P720.

CLASS I. All persons receiving an annual salary of six hundred pesos or more, or a compensation at the rate of six hundred pesos or more, but less than seven hundred and twenty pesos per annum.

I—P600.

CLASS J. All persons receiving an annual salary of four hundred and eighty pesos or more, or a compensation at the rate of four hundred and eighty pesos or more, but less than six hundred pesos per annum.

J—P480.

CLASS K. All persons receiving an annual salary of less than four hundred and eighty pesos, or a compensation at the rate of less than four hundred and eighty pesos per annum.

K—Less than P480.

SEC. 14. All appointments to and removals from subordinate positions in the Philippine civil service shall be made by the chiefs of Bureaus or Offices subject to the approval or direction of the Governor-General or proper head of Department: *Provided, however,* That semiskilled or unskilled laborers whose employment is authorized by law may be employed and discharged by chiefs of Bureaus or Offices under the general control of the Governor-General or proper head of Department. The employment or discharge of temporary or emergency employees shall be made and reported in accordance with the provisions of this Act.

Appointments and removals.

SEC. 15. In case of the temporary absence or disability of the chief of any Bureau or Office, or in case of a vacancy in such position, any officer or employee in such Bureau or Office may be designated by the Governor-General or proper head of Department temporarily to perform the duties of such chief of Bureau or Office without additional compensation unless there is a vacancy in the position or the chief is absent from duty without pay and unless the order designating such person shall provide additional compensation, in

Acting officers.

which latter case the person designated shall receive the compensation provided in said order, not exceeding the salary authorized by law for said position. In case of the temporary absence or disability of any subordinate officer or employee in any Bureau or Office, the chief of such Bureau or Office may designate any other subordinate officer or employee in his Bureau or Office temporarily to perform the duties of the officer or employee who is thus absent or disabled, and it shall be the duty of the person so designated to perform the duties so assigned to him without additional compensation. Whenever any officer or employee shall be designated by proper authority for the temporary performance of the duties of chief or of any subordinate officer or employee of a Bureau or Office, the person so designated shall be reimbursed for any additional expense which he is obliged to incur on account of a bond premium in the position to which he has been so designated, and such reimbursement shall be made from the appropriation for the Department, Bureau, or Office in which the services are rendered by reason of such designation: *Provided*, That no reimbursement shall be made to persons receiving the full compensation attached to the position the duties of which they are designated to perform as herein set forth.

*Reductions, fines, and suspensions.*

SEC. 16. For neglect of duty or violation of reasonable office regulations, or in the interests of the public service, chiefs of Bureaus or Offices are hereby authorized to reduce the salary or compensation of any subordinate officer or employee, to deduct from his pay a sum not exceeding one month's pay, or as a punishment to suspend him without pay for a period not exceeding two months: *Provided*, however, That if the officer or employee thus punished is in the classified service or is entitled to the accrued leave provided for in this Act such deduction from pay or such suspension without pay as a punishment shall receive the approval of the Governor-General or proper head of Department, after having been submitted to the Director of Civil Service for recommendation: *And provided further*, That any reduction in salary or deduction of pay or any punishment by suspension without pay as provided for in this section shall not affect the right of the person thus disciplined to accrued leave of absence, but in the event of his suspension from duty no accrued leave of absence shall be allowed for the time he is thus suspended as a punishment: *And provided further*, That when the chief of a Bureau or Office suspends an officer or employee pending investigation of charges against such officer or employee, and subsequently restores such officer or employee to duty, no payment shall be made for the period of suspension unless otherwise directed by the Governor-General or proper head of Department.

*Power of Commission to appoint and remove.*

SEC. 17. Nothing herein shall be construed to prevent the Philippine Commission from making appointments to or removals from positions in the Philippine civil service of its own motion under the general powers conferred upon it by the instructions of the President of the United States.

SEC. 18. Upon the approval of the Governor-General or proper head of Department first had, a vacancy in a position of any class may be filled by the appointment of one person or more of a lower class: *Provided*, That the aggregate of salaries paid is not greater than the salary authorized by law for that position. More than one employee in one position.

SEC. 19. With the approval of the Governor-General or proper head of Department, and after the recommendation of the Director of Civil Service has been had as to the matter, any chief of Bureau or Office may make changes in the authorized positions and salaries of his Bureau or Office: *Provided*, That the total charge for salaries and wages shall not exceed the amount authorized by law: *And provided further*, That the positions or salaries of officials appointed by the Secretary of War, or by the Governor-General with the advice and consent of the Philippine Commission, shall not be subject to change as hereinbefore provided. Changes in positions and salaries.

SEC. 20. Whenever in his judgment the public interest will be promoted by the consolidation of two or more appointive positions, the Governor-General may declare such positions to be consolidated, may fix the salary of the position resulting therefrom at not to exceed seventy-five per centum of the sum of the salaries of the positions consolidated, and may apportion the salary so fixed among the branches of the government served by the officer or employee receiving the same. Consolidation of positions.

SEC. 21. Whenever two or more appointive positions have been consolidated as provided in the preceding section of this Act, the Governor-General may restore them to their previous status when in his opinion the public interest is no longer served by such consolidation, and thereupon the salaries payable to the separated positions shall be the same as were authorized at the time of consolidation. Restoration of consolidated positions to previous status.

SEC. 22. The required office hours of all Bureaus and Offices in the Philippine civil service shall be fixed by executive order of the Governor-General, but they shall not be less than six and one-half hours of labor each day, not including time for lunch and exclusive of Sundays and of days declared public holidays by law or executive order: *Provided*, That when the nature of the duties to be performed or the interests of the public service require it, officers and employees may, by direction of the chief of the Bureau or Office, be required to work on Sundays and holidays without additional compensation unless otherwise specifically authorized by law. It shall be the duty of chiefs of Bureaus or Offices to require of all employees, of whatever grade or class, not less than the number of hours of labor authorized by law or executive order, but the head of any Department, Bureau, or Office may, in the interests of the public service, extend the daily hours of labor therein specified for any or all of the employees under him, and in case of such extension it shall be without additional compensation unless otherwise provided by law: *Provided, however*, That from the first day of April to the fifteenth day of June, both dates inclusive, in each Office hours. Sundays and holidays. Reductions during heated season.

year, the heads of the Bureaus and Offices of the Insular Government, of the provincial governments, and of the city of Manila, are hereby authorized, without need of an executive order by the Governor-General, to reduce the required hours of labor on each working day to five hours, which shall be from seven o'clock and thirty minutes in the morning to twelve o'clock and thirty minutes in the afternoon, when in their judgment the transaction of public business will not suffer thereby, or to again extend, at any time within the said period, the said hours for any or all of the employees under them, if in their discretion it be necessary in the interests of the public service: *And provided further*, That

**Saturdays.**

on Saturdays throughout the year the Governor-General may, by executive order, reduce the required number of hours of labor to five hours. This executive order shall not oblige the head of a Department, Bureau, or Office in the Philippine civil service to reduce the hours of labor to five hours, but it shall be within his discretion to reduce the number of hours if consistent with the needs of the public service; nor shall this provision be regarded as conferring a right upon officers or employees. Unless specifically authorized by law

**Overtime work.**

no payment shall be made for overtime work. The length of sessions of the courts shall be regulated by existing law, and the provisions of this section shall not apply to judges. The number of hours for the daily sessions of the public schools shall be fixed by the Secretary of Public Instruction, but they shall not be less than five hours a day.

**Accrued leave.**

SEC. 23. (a) After at least two years' continuous, faithful, and satisfactory service, the Governor-General or proper head of Department shall, subject to the necessities of the public service, and upon proper application therefor, grant each regularly and permanently appointed officer or employee in the civil service, Insular or provincial, or of the city of Manila, except as hereinafter provided, accrued leave of absence with full pay, inclusive of Sundays and of days declared public holidays by law or executive order, for each year of service in accordance with the following schedule: An employee receiving an annual salary of less than eighteen hundred pesos shall be granted twenty days' leave; an employee receiving an annual salary of from twelve hundred to eighteen hundred pesos with board and quarters, and an officer or employee receiving an annual salary of eighteen hundred pesos or more, but less than three thousand six hundred pesos, shall be granted thirty days' leave; an officer or employee receiving an annual salary of three thousand six hundred pesos or more, shall be granted thirty-five days' leave. Leave shall accrue while an officer or employee is on duly authorized leave of absence with pay.

**Accumulation of leave.**

(b) If an officer or employee elects to postpone the taking of any or all of the leave to which he is entitled under this section, such leave may accumulate and if his salary changes he shall receive the same amount of leave and pay

as if he had taken the leave while receiving the salary at which it accrued: *Provided, however,* That after January first, nineteen hundred and five, no person shall at any time have to his credit more than the accrued leave allowed for five years' service.

(c) An officer or employee who has served in the Islands for three years or more, and who has accumulated to his credit the accrued leave allowed for two full years, may be granted permission to visit the United States or any other country in the discretion of the Governor-General or proper head of Department, with the half-pay and traveling-expense allowances hereinafter provided: *Provided,* That such permission shall not be granted oftener than once in every three years.

Visiting the United States and other countries.

(d) A person in the teaching service shall not be granted accrued leave in accordance with the schedule provided in this section, but in lieu thereof he may be granted leave on full pay during vacation periods, with permission to spend a vacation period in the United States or in any other country with the approval of the Secretary of Public Instruction, not oftener than once in every three years.

Teachers.

(e) In case an officer, teacher, or other employee is granted leave to visit the United States, he shall be allowed with half pay, in addition to the leave granted, sixty days for the time occupied by him in going to and returning from the United States if he is serving in Manila, and if serving in the provinces sixty days plus the actual and necessary time consumed from date of departure from station to date of departure from Manila, and on returning, from date of arrival at Manila to date of arrival at station, such half salary to be paid on return to duty; if he is granted permission to visit any other country he shall be allowed under the same conditions, and in lieu of the sixty days' half pay above provided, actual and necessary travel time with half pay not exceeding sixty days. On the completion of two years of continuous, faithful, and satisfactory service, after returning to the Islands from leave of absence to visit the United States granted for three or more years' service, he shall be allowed his actual and necessary traveling expenses from his place of residence in the United States to Manila if he come by the route and steamer directed, and if returning from any other country or from the United States, not residing therein, he shall be allowed his actual and necessary traveling expenses to Manila from the port of embarkation in the United States or such other country not exceeding four hundred pesos.

Half pay.

Return traveling expenses.

(f) The following classes of persons shall not be entitled to the leave provided in this section:

Persons not entitled to leave.

1. Semiskilled and unskilled laborers and skilled laborers hereafter appointed whose rate of compensation is less than two thousand pesos per annum.

2. Temporary and emergency employees.

3. Persons whose compensations are authorized at other than a per annum rate, except officers detailed from the military, naval, or civil service of the United States.
4. Persons enlisted for a term of years.
5. Detectives hereafter appointed except where appointment is by transfer from a leave-earning position, and secret agents.
6. Messengers and watchmen.
7. Postmasters who are required to perform the duties of telegraph operators except postmasters who are appointed subject to the examination requirements of this Act, postmasters at Army posts whose compensation does not exceed one thousand two hundred pesos per annum each, and operators and linemen in the Bureau of Posts.
8. Persons who receive compensation for official duties performed in connection with private business, vocation, or profession, such duties requiring only a portion of their time.

Retroactive provisions.

(g) The provisions of this section shall be retroactive in effect so as to entitle officers and employees of the Philippine civil service, whether serving as such by regular appointment or by detail from the Army, the Navy, or the civil service of the United States, previous to the passage of this Act, to any accrued leave to which they would have been entitled had Act Numbered Eighty, as amended, been applicable to them at the date of their employment or detail, computing the leave in the case of an officer on the basis of the salary and allowances received while on detail, and in the case of an enlisted man on the basis of first salary received in the Philippine civil service. No application for leave of absence presented by an officer or employee shall be considered if his application is not presented within six months of the date of the acceptance of his resignation.

Time limit for filing applications.

(h) An officer or employee separated from the service for cause, or who commits an act which requires his separation from the service, shall not be granted leave or any of the other privileges provided in this section and in the following sections.

Vacation leave.

SEC. 24. (a) After at least six months' continuous faithful, and satisfactory service the Governor-General or proper head of Department may, in his discretion, grant to each officer or employee entitled to the accrued leave provided in this Act, in addition to such accrued leave, vacation leave of absence with full pay, inclusive of Sundays and of days declared public holidays by law or executive order, for each calendar year of service, in accordance with the following schedule: An officer or employee receiving an annual salary of less than two thousand pesos may be granted twenty-one days' vacation leave; an officer or employee receiving an annual salary of two thousand pesos or more, or a trained nurse, may be granted twenty-eight days' vacation leave. Vacation leave must be taken within the calendar year in which it is earned. The vacation leave provided for only

Schedule.

one calendar year may be allowed in connection with accrued leave granted. In cases of resignation, vacation leave shall not be allowed in addition to accrued leave. All applications for vacation leave shall be made on a form prescribed by the Director of Civil Service.

(b) After at least one year's continuous, faithful, and satisfactory service and subject to the approval of the Director of Civil Service and the necessities of the public service, the proper chief of Bureau or Office, may, in his discretion, grant each regularly and permanently appointed messenger in the classified civil service, Insular or provincial, or of the cities of Manila and Baguio, vacation leave of absence with pay, inclusive of Sundays and of days declared public holidays by law or executive order, for a period not exceeding fifteen days for each calendar year of service, such leave to be taken within the calendar year in which earned: *Provided*, That no substitute messenger shall be employed during the absence of any messenger to whom leave has been granted in accordance with the provisions of this paragraph.

(c) After at least six months' continuous, faithful, and satisfactory service and subject to the approval of the Director of Civil Service and the necessities of the public service, the proper provincial treasurer may, in his discretion, grant each regularly and permanently appointed deputy provincial and municipal treasurer, or deputy provincial and township treasurer, vacation leave with full pay, inclusive of Sundays and of days declared public holidays by law or executive order, for a period not exceeding twenty-one days for each calendar year of service, such leave to be taken within the calendar year in which earned: *Provided*, That no person or persons not already in the municipal or provincial treasury service shall be employed merely in order that such leave may be granted, and that no person designated to act as deputy provincial and municipal treasurer, or as deputy provincial and township treasurer, during any period of leave granted under the provisions of this paragraph shall receive additional compensation therefor: *And provided further*, That the salary and all proper expenses of the person designated as acting deputy provincial and municipal treasurer, or as acting deputy provincial and township treasurer, in accordance with the preceding proviso hereof, shall be paid by the province and municipality or township concerned, in the same ratio in which payment of salary of the regular incumbent whom he relieves is authorized.

(d) After at least one year of continuous, faithful and satisfactory service, and subject to the approval of the Director of Civil Service and the needs of the public service, the Director of Posts may, in his discretion, grant to each regularly and permanently appointed telegraph operator vacation with pay, inclusive of Sundays and of days declared

Messengers.

Municipal treas-  
urers.

Telegraph opera-  
tors, Bureau of  
Posts.

Effective Jan-  
uary 1, 1917.

public holidays by law or executive order, for a period not to exceed twenty-one days for each calendar year of service, such vacation to be taken within the corresponding calendar year.

A b s e n c e o f  
teachers due to  
illness.

SEC. 25. (a) Absence from duty of teachers, due to illness, shall be charged against their vacations, and with the consent of the Secretary of Public Instruction they may remain on duty during vacations for a period equal to that lost on account of illness, in which case no deduction of pay shall be made on account of absence caused by illness.

A b s e n c e o f other  
employees due to  
illness.

(b) Absence of other regularly and permanently appointed officers and employees in the Philippine civil service on account of illness shall be charged first against vacation leave and then against accrued leave, until both are exhausted, when further absence shall be without pay.

Pay for absence  
during first six  
months.

(c) Payment of salary to an officer or employee for any absence during his first six months of service properly chargeable to vacation leave, or during his first two years of service properly chargeable to accrued leave, shall be withheld until such leave may properly be taken under the provisions of this Act: *Provided, however,* That in case of absence due to illness the Governor-General or proper head of Department may direct that payment for such absence be not withheld if not in excess of the vacation and accrued leave to his credit.

Wounds or in-  
juries.

(d) When an officer or employee in the civil service, Insular or provincial, or of the city of Manila, permanent or temporary, is wounded or injured in the performance of duty, the Governor-General or proper head of Department may direct that absence during the period of disability caused by such wound or injury shall be on full pay for a period not exceeding six months: *Provided,* That if the officer or employee is entitled to the vacation leave provided in section twenty-four of this Act, absence for this reason shall be charged first against such vacation leave: *And provided further,* That the Governor-General or proper head of Department may, in his discretion, authorize payment of medical attendance, necessary transportation, subsistence and hospital fees for all insular officers, employees and laborers, and the Municipal Board of the city of Manila may also in its discretion, authorize the payment of such expenses for all officers, employees and laborers of the city of Manila, whether permanently or temporarily appointed, and whatever their rate of compensation, pay, or wages, who have been wounded or injured in the performance of their duty: *And provided further,* That the Governor-General or proper head of Department or the Municipal Board of the city of Manila, as the case may be, may authorize payment of reasonable burial expenses and of three months' salary or wages to the widow or dependent child or children of any officer, employee or laborer who is killed or dies from wounds or injuries received

while in line of duty: *And provided further*, That payments made under this paragraph shall not be made from the appropriation for general purposes when the Bureau or Office concerned has an available appropriation for contingent expenses or public works, as the case may be, from which such payments can be made, nor shall the provisions of this section be construed to cover sickness as distinguished from physical wounds: *Provided, however*, That when such sickness is the direct and immediate result of the performance of some act in the line of duty, the Governor-General or proper head of Department may in his discretion authorize the payment of necessary hospital fees.

SEC. 26. If a regularly appointed officer or employee in the Philippine civil service who has rendered faithful and satisfactory service shall die while in the service, the unused accrued leave that might have been granted at the time of death shall be determined, and the salary equivalent of the accrued leave shall be paid to the person or persons entitled to receive his estate.

Death.

SEC. 27. The Governor-General or proper head of Department may, in his discretion, commute accrued leave of absence granted to persons entitled thereto and vacation granted to teachers, and authorize the payment of the amounts so granted in a gross sum from the appropriation from which their salaries should properly be paid: *Provided*, That whenever upon the resignation or death of an officer or employee it is in the interests of the public service that the position occupied by him be immediately filled, the Governor-General or proper head of Department may direct that the leave granted him be commuted from any unexpended available funds appropriated for salaries and wages in the Bureau, Office, or province from which separated: *And provided further*, That except on retirement from the service, leave of absence shall not be commuted to any officer or employee who remains in the Islands during the period of his leave: *And provided further*, That no officer or employee whose leave of absence has been commuted shall be permitted to return to duty before the expiration of the period covered by such leave until he has refunded to the proper disbursing officer the money value of the unused portion of the leave of absence so commuted: *And provided further*, That in the case of an officer or employee separated from the service through lack of work or the abolition of his position, the Governor-General or proper head of Department may, in his discretion, allow the reinstatement of such officer or employee without requiring the refund of the money value of the unused portion of the leave of absence hereinbefore mentioned.

Commutation of  
leave.

SEC. 28. All applications for accrued leave of absence shall be made on a form prescribed by the Director of Civil Service, and shall first be acted upon by the chief of the Bureau or Office, and by him submitted to the Director of Civil Service for recommendation. The application shall then be forwarded to the head of the department in which

Applications for  
leave.

the applicant is employed for his final decision, except in respect to those Bureaus or Offices not under any department, in which case it shall be forwarded to the Governor-General for his final decision: *Provided, however,* That the Governor-General or proper head of Department may authorize the Director of Civil Service to grant accrued or vacation leave of absence in all cases in which he approves the recommendations of the chief of the Bureau or Office in regard to such leave.

**Conditions of appointment in the United States.**

SEC. 29. The appointment of all persons residing in the United States to the Philippine civil service, whether by transfer from the United States civil service or otherwise, shall be subject to the following conditions:

**Traveling expenses to Manila.**

(a) A person residing in the United States who is appointed to the Philippine civil service may pay his traveling expenses from the place of his residence in the United States to Manila: *Provided,* That if any part of his traveling expenses is borne by the Government of the Philippine Islands, ten per centum of his monthly salary shall be retained until the amount retained is equal to the amount borne by the Government: *And provided further,* That if he shall come by the route and steamer directed his actual and necessary traveling expenses shall be refunded to him at the expiration of two years' satisfactory service in the Philippines.

**Half salary.**

(b) He shall be allowed half salary from the date of embarkation and full salary from the date of his arrival in the Islands: *Provided,* That he proceed directly to the Islands; otherwise he shall be allowed half salary for such time only as is ordinarily required to perform the journey by the route directed: *And provided further,* That such half salary shall not be paid until after the expiration of two years of satisfactory service in the Philippines.

**Contracts.**

(c) A person residing in the United States accepting an appointment to a position in the civil service of the Government of the Philippine Islands under the conditions named in this Act, shall, before receiving such appointment, execute a contract and deliver it to the Chief of the Bureau of Insular Affairs, War Department, wherein the appointee shall stipulate that he will remain in the service of the Government of the Philippine Islands for at least two years unless released by the Governor-General or proper head of department. A breach of the conditions provided in the contract or a removal for cause shall require the proper officer to withhold payment of all salary and traveling expenses due to the person employed and who has violated the conditions of his contract or been removed for cause, and shall debar such person from ever entering again the public service of the Philippine Government in any of its branches. In such case an action shall lie for the recovery of the amount expended by the Government in bringing the employee to the Philippine Islands.

**Half salary upon retirement.**

(d) Irrespective of leave granted, a regularly appointed officer or employee who has rendered continuous, faithful,

and satisfactory service for three years or more after arrival in the Philippine Islands, shall, upon his retirement from the service, be allowed half salary for thirty days in addition to full salary for the period which may be granted him as leave of absence under the provisions of this Act; and if appointed prior to January twelfth, nineteen hundred and four, he shall also be furnished transportation from Manila to San Francisco, or transportation of equal cost to the government by any other route: *Provided*, That such transportation must be used within six months after retirement from the service.

SEC. 30. The provisions of this Act shall not apply to judges of the Supreme Court, the Courts of First Instance, or the Court of Land Registration, but their leaves of absence and traveling expenses shall be governed by existing law or such law as may be hereafter enacted.

SEC. 31. All special contracts made with appointees of the Philippine civil service prior to the passage of this Act shall remain unaffected by the terms and provisions of this Act.

SEC. 32. Act Numbered Five as amended by Act Numbered Forty-seven, section two of Act Numbered Seventy-eight, sections three and four of Act Numbered One hundred and sixty-seven as amended by sections one and two of Act Numbered Three hundred and six, Act Numbered One hundred and sixty-eight, Act Numbered Two hundred and twenty, Act Numbered Three hundred and six, Act Numbered Five hundred and eighty-nine, and Act Numbered One thousand and seventy-two; Act Numbered Twenty-five as amended by Act Numbered Three hundred and one, Act Numbered Three hundred and twenty-nine, Act Numbered Five hundred and eighty-eight, and Act Numbered One thousand and ninety-six; sections one and nineteen of Act Numbered One hundred and two; Act Numbered Three hundred and ninety-two; Act Numbered Four hundred and eight as amended by Act Numbered Eleven hundred and ninety-seven; Act Numbered Six hundred and twenty-six; Act Numbered One thousand and forty as amended by Act Numbered Twelve hundred and seventy-six; Act Numbered Sixteen hundred and seven; Act Numbered Sixteen hundred and seventy-four; sections three, four, five, and six of Act Numbered Sixteen hundred and seventy-nine; and all other Acts or parts of Acts inconsistent with this Act; are hereby repealed: *Provided*, That nothing in this section shall be deemed to revive Act Numbered Eighty or any other Act repealed by any of the Acts herein mentioned.

SEC. 33. The public good requiring the speedy enactment of this bill, the passage of the same is hereby expedited in accordance with section two of "An Act prescribing the order of procedure by the Commission in the enactment of laws," passed September twenty-sixth, nineteen hundred.

SEC. 34. This Act shall take effect on August thirty-first, nineteen hundred and seven, and shall be known as the Revised Civil Service Act.

Enacted, August 26, 1907.

Judges.

Special contracts.

Repealing section.

Effective date.

Title.

**Resolution of the Philippine Commission, December 7, 1906.**

*Resolved*, That it is the sense of the Commission that where a regularly appointed employee of the permanent service is separated therefrom because of death, lack of work, or abolishment of his position, and through no fault of his own, he should be allowed such accrued leave as he may have earned for the time served, and the traveling expenses incurred by him, as well as half pay earned en route from the United States to the Philippine Islands, which would have been payable had he been permitted to render two years' service.

**No. 2456.—An Act to abolish the privilege of gratuitous medical attendance of officers and employees and their families in the Philippine Islands, under certain conditions.**

*By authority of the United States, be it enacted by the Philippine Legislature, that:*

SECTION 1. The privilege of gratuitous medical attendance of officers and employees of the Government of the Philippine Islands and their families is hereby abolished effective January first, nineteen hundred and eighteen: *Provided*, That after that date any person entitled under the rules and regulations of any Government hospital to service in the free wards thereof, shall have a right of priority in admission to such free wards if he is a Government employee.

SEC. 2. The said privilege shall hereafter be limited to the officer or employee of the Government, his wife and minor children, and the word "family" as hereinbefore used shall be construed to include only the wife and minor children.

SEC. 3. Hereafter the said privilege shall not include treatment for any disease or illness caused by vicious or immoral conduct of the patient.

SEC. 4. Persons authorized to receive medical attendance under this Act shall hereafter be entitled to admission to any Government Hospital and special service therein, or in any Government dispensary, and to other appropriate special service, including that of the Government laboratories and supply of medicines, under the same conditions, rules, regulations and charges which govern the admission and service of other patients, but at a discount of thirty-three and one-third per cent from the usual charges.

SEC. 5. All Acts, executive orders, or regulations, or parts thereof, inconsistent with this Act, are hereby repealed.

SEC. 6. This Act shall take effect on its passage.  
Enacted, February 3, 1915.

No. 2589.—An Act providing for a gratuity by reason of retirement to officers and employees of the Philippine Government who have rendered satisfactory service during six continuous years or more, and for other purposes.

By authority of the United States, be it enacted by the Philippine Legislature, that:

SECTION 1. Whenever a regularly and permanently appointed officer or employee in the Philippine civil service who is actually in the service and who has rendered continuous faithful and satisfactory service for at least six years applies to the Governor-General for retirement from said service and the Governor-General shall find, after receiving the recommendation of the Director of Civil Service and the chief of the Bureau or Office concerned, that such officer or employee making the application has in every way been efficient up to and including the date of retirement, and the retirement applied for will not prejudice or obstruct the regular and efficient operation of the Bureau affected, the Governor-General, in his discretion, may grant such retirement, and, in consideration of the services rendered, an annual gratuity for three consecutive years according to the following schedule: An officer or employee who at the time of retirement shall have rendered at least ten years of continuous service may receive an annual gratuity of thirty-three and one-third per centum of the salary last received; thirty per centum of such salary when nine but less than ten years of continuous service have been rendered; twenty-six and two-thirds per centum of such salary when eight but less than nine years of continuous service have been rendered; twenty-three and one-third per centum of such salary when seven but less than eight years of continuous service have been rendered; twenty per centum of such salary when six but less than seven years of continuous service have been rendered. The gratuities herein provided for may be paid in the Philippines or in the United States, as the retired official or employee may desire, in monthly installments, and in the event of death shall be payable to his estate: *Provided, however,* That any officer or employee entitled to the benefits of this Act, and who is entitled to any benefits from any pension fund created by authority of the Philippine Legislature, shall be required to designate which of such benefits he desires to take advantage of, and in such case he shall be entitled only to the benefits so chosen: *And provided further,* That if he elects the benefits of this Act he shall have refunded to him amounts deducted from his salary for the benefit of any other retirement fund: *And provided further,* That the following officers and employees shall not be entitled to the benefits of this Act: Officers and employees whose full time is not given to the Government service; professional officers or employees who practice their profession for profit; officers and employees detailed from the Army and Navy or civil service of the United States; and persons now receiving a pension or retirement pay from the Government of the United States.

SEC. 2. Vacancies occurring in the service, as a result of retirements according to the provisions of the next preceding section, shall not be filled, and the positions corresponding thereto shall be considered abolished *ipso facto*, except when such position is that of Chief Justice or Associate Justice of the Supreme Court or a judge of First Instance, chief or assistant chief of Bureau, chief clerk, or chief of division: *Provided, however,* That upon the request of the chief of a Bureau or Office affected, based on the exigencies of the service and favorably recommended by the proper head of Department, the Governor-General may authorize, in his discretion, after hearing by the Emergency Board created by section two of Act Numbered Twenty-five hundred and forty, in lieu of the position or positions abolished, such position or positions as may be deemed necessary, but the aggregate of the salaries thus assigned to such positions shall not exceed two-thirds of the salary authorized by law for the positions abolished by reason of retirement. The vacancies of Chief Justice or Associate Justice of the Supreme Court or judge of First Instance, chief or assistant chief of Bureau, chief clerk, or chief of division, occasioned by retirement, may again be filled, but, unless the law provides otherwise, the salary of the new officers or employees shall be understood to have been reduced to two-thirds of the salary received by the officer or employee retired at the time of his retirement, but in the case of the Chief Justice or Associate Justice of the Supreme Court or of a judge of First Instance the salary of the vacant position shall not be reduced because of the operation of this Act: *Provided, however,* That in no case shall the salary assigned to a director, assistant director, chief clerk, or chief of division be less than that appropriated for the assistant director, chief clerk, assistant chief clerk, or assistant chief of division, respectively, but in such case the chief of Bureau shall make such reductions in the expenses of the Bureau as may be necessary to carry into effect the provisions of this proviso without the necessity of an additional appropriation.

SEC. 3. Future reductions in salaries of officers and employees of the Government of the Philippine Islands, if such reductions are agreed upon, as well as any provision of law abolishing the positions of officers or employees, or reducing or abolishing accrued leave, shall in no manner affect officers or employees who have retired or are entitled to such retirement under section six of this Act, who shall continue, during the time provided in section one of this Act, to receive their gratuities the same as if their positions had not been reduced in salary or abolished, in addition to the accrued leave authorized at the time of their application for retirement: *Provided, however,* That, excepting by reason of legislative action reducing his salary or accrued leave allowances, if any officer or employee entitled to retirement under the provisions of this Act shall apply there-

for and, after being advised that his services are necessary, insist upon the acceptance of his resignation, he shall not in such case be entitled to the retirement gratuity herein provided.

SEC. 4. Such sums as may be necessary to carry into effect the provisions of this Act are hereby appropriated out of any funds in the Insular Treasury not otherwise appropriated: *Provided, however,* That no fund shall be set up in the books of the Auditor by virtue of this Act until the sum necessary for the current year shall have been determined.

SEC. 5. No person retired under the provisions of this Act shall be reappointed or reëmployed under the Government of the Philippine Islands until he shall have first refunded the entire amount of his retirement gratuities, and in case of reappointment or reëmployment under this condition his salary for a period of at least three years thereafter shall not exceed the salary at the time of retirement; and by accepting such reappointment or reëmployment and refunding the gratuities paid him he shall waive all future claim to the provisions of this Act and to the payment of such gratuities as were refunded when he again shall retire or resign.

SEC. 6. This Act shall take effect immediately and the provisions hereof shall apply only to such officials and employees as may request retirement on or before the thirtieth day of June, nineteen hundred and sixteen: *Provided, however,* That, should an application for retirement be presented to the Governor-General prior to July first, nineteen hundred and sixteen, and such application not be granted on account of exigencies of the service, the retirement applied for may be granted by the Governor-General at such future date as in his opinion the requirements of the service may warrant, and for this purpose he may make such administrative orders with reference to the appropriation for the position to be vacated as may be necessary to accomplish the purposes of this Act.

Enacted, February 4, 1916.

## CIVIL SERVICE RULES.

### THE GOVERNMENT OF THE PHILIPPINE ISLANDS, EXECUTIVE BUREAU.

MANILA, P. I., January 9, 1909.

EXECUTIVE ORDER }  
No. 5.

Promulgating order. In the exercise of power conferred by the Act of Congress of July first, nineteen hundred and two, known as the "Philippine Bill," and by Act Numbered Sixteen hundred and ninety-eight of the Philippine Commission, known as the "Revised Civil Service Act," the Governor-General hereby approves and promulgates the following Civil Service Rules prepared and certified by the Director of Civil Service, in lieu of the Civil Service Rules promulgated September first, nineteen hundred and four, and amendments thereof:

**RULE I.—General provisions and definition of terms.**

**Regulations.**

1. The Director of Civil Service shall have authority to prescribe such regulations in pursuance of and in execution of these rules as are not inconsistent therewith, and shall prescribe blank forms for all applications, examinations, certifications, reports, records, and returns received under these rules and the regulations made in pursuance thereof.

Forms. Application of rules. 2. Except as provided therein, the first twelve rules apply to the classified service only; the remaining rules have a general application to both the classified and the unclassified service.

Definition terms. of 3. The several terms hereinafter mentioned, wherever used in these rules, shall be construed as follows:

(a) The term "Director" refers to the Director of Civil Service.

(b) The term "grade" refers to a number of positions or employees arranged in a group upon the basis of the duties performed, without regard to the salaries received.

(c) The term "class" refers to a number of positions or employees arranged in a group upon the basis of the salaries received, without regard to the duties performed.

(d) Whenever the term "officers" is used it shall be understood to refer to civil officers employed in, or military officers detailed to, the Philippine civil service.

(e) The term "classified service" includes all positions in the Philippine civil service not exempted from examination requirements by the Revised Civil Service Act.

(f) All printed "forms" mentioned in these rules refer to forms of the Bureau of civil Service.

RULE II.—*Applications for examination.*

1. No applicant shall be admitted to examination who has not taken the oath of allegiance to the United States and who is not a citizen of the United States, a native of the Philippine Islands, an honorably discharged soldier, sailor, or marine of the United States, or a person who has under and by virtue of the treaty of Paris acquired the political rights of natives of the Islands, except that the requirement of citizenship may be waived by the Governor-General as provided by law. Citizenship.

2. All applicants for examination and persons now in the service must furnish full information as to their citizenship, nativity, age, education, physical qualifications, and such other information as may reasonably be required affecting their fitness for the service. Information to be furnished.

3. No applicant shall be admitted to examination or be appointed in the United States to this service originally, by reinstatement, or by transfer, until he has been thoroughly examined by a competent physician and found to be physically qualified for efficient service in the Philippine Islands. A physical examination may, in the discretion of the Director, be required of applicants for examination in the Philippine Islands. Physical examination.

4. No applicant shall be admitted to examination in the Philippine Islands until he has furnished evidence satisfactory to the Director of his loyalty to the supreme authority of the United States of America in these Islands. Loyalty.

5. No application for examination shall be accepted from any person serving in the Army, the Navy, or the Marine Corps of the United States unless written consent of the proper authority under whom such person is serving is filed with his application. Enlisted men.

6. No application for examination for entrance into the classified service shall be accepted from any applicant who is under eighteen or over forty years of age: *Provided*, That in the interest of good administration, the Director, with the concurrence of the Governor-General or proper head of Department, may by regulation determine the age limitations within the maximum and minimum limits herein specified, and confine competition for such positions to persons who meet the requirements as to age: *And provided further*, That whenever in the discretion of the Director the needs of the service require it, the age limitations named herein may be extended for any particular kind of examination. Age limits.

7. The Director may, in his discretion, refuse to examine an applicant, or to certify or attest an appointment of an eligible, who is physically unfitted for the performance of the duties of the position to which he seeks appointment; or who has been guilty of a crime, or of infamous, notoriously disgraceful, or immoral conduct, drunkenness, or dishonesty; or who has been dismissed, from the service for other delinquency or misconduct; or who has intentionally made a false statement in any material fact, or practiced or attempted to Disqualifications and debarment.

practice any deception of fraud in securing his examination, registration, or appointment. Any of the foregoing disqualifications shall be good cause for the removal of the person from the service after his appointment.

**RULE III.—Examinations.**

**Character of examinations.**

1. Examinations of a suitable and practical character, absolutely impartial, and involving such subjects and tests, including experience, as the Director may determine, shall be held to ascertain the relative capacity and fitness of applicants for the positions to which they seek to be appointed.

**Examinations in English and Spanish.**

2. Whenever the Director shall find, after consultation with the head of the proper Department, Bureau, or Office, that a knowledge of both the Spanish and the English languages is essential to an efficient discharge of the duties of a position to be filled, he shall test English-speaking applicants as to their knowledge of the Spanish language, and Spanish-speaking applicants as to their knowledge of the English language.

**Examinations prerequisite to appointment.**

3. No person shall be appointed to, or employed in, any classified position unless he shall have passed the examination provided therefor, or unless he is specially exempt from such examination by the provisions of the Revised Civil Service Act and rules.

**Noncompetitive examinations.**

4. No noncompetitive examination shall be held except:

(a) When applicants fail to compete after due notice has been given of an open competitive examination, or when in the opinion of the Director the announcing of a competitive examination would not result in securing competitors.

(b) To test fitness for promotion, reinstatement, or transfer.

**Places of examination.**

5. Examinations in the Philippine Islands shall be held in Manila and in the provinces upon such dates as the Director may deem best for the interests of the service and the convenience of applicants, and examinations in the United States will be held under the auspices of the United States Civil Service Commission at the request of the Director:

*Provided*, That when there are names on the proper eligible register of the Bureau of Civil Service no appointment shall

be made to a position in the classified civil service of a person residing outside the Philippine Islands unless after comment by the appointing officer and the Director the Governor-General shall decide that the eligibles do not possess the technical knowledge and training or other qualifications or requirements necessary for the position sought to be filled or that the best interests of the service require the appointment of a nonresident.

**Examining committees and special examiners.**

6. The Director may appoint with the approval of the Governor-General or proper head of Department such examining committees or special examiners as he may deem necessary from officers and employees in the Philippine civil service. The members of examining committees and special examiners so appointed are examiners of the Bureau of

Preference for residents of the Islands (amendment contained in Executive Order No. 21, dated February 18, 1914).

Civil Service, and shall perform such duties as the Director may require in connection with examinations, investigations, appointments, and promotions, and in the performance of such duties they shall be under his direct and sole control and authority. The duties performed by members of examining committees and special examiners shall be considered part of the duties of the office in which they are serving, and time shall be allowed for the performance of such duties during the office hours of said office.

7. All officers of the Philippine civil service shall facilitate the holding of civil-service examinations, and officers having the custody of public buildings at places where such examinations are to be held shall, for this purpose, permit and arrange for the use of suitable rooms under their charge and for furnishing and lighting the same when required.

Use of public buildings.

#### RULE IV.—*Rating of papers and eligibility.*

1. Examination papers shall be rated according to their excellence on a scale of one hundred and the subjects of each examination shall be given such relative weights as the Director shall prescribe. After a competitor's papers have been rated he shall be duly notified of the result thereof by the Director or by the head of his Bureau or Office at the request of the Director.

Rating of examination papers.

2. Every competitor who attains a general rating of seventy or over shall be eligible to appointment, subject to the provisions of these rules, to the position for which he was examined, and the names of eligibles shall be entered in the order of their general ratings, without regard to the date of examination, on the proper register of eligibles.

Eligibility for appointment.

3. The period of eligibility shall be one year from the date on which the name of the eligible is entered on the register, but this period may be extended for a particular kind of examination if, in the discretion of the Director, the needs of the service warrant it: *Provided*, That in case an eligible shall be mustered into the military or naval service of the United States at a time when the United States is engaged in war or in suppressing an insurrection, his period of eligibility shall, under such conditions as the Director may prescribe, be considered as suspended during the time he is serving in the Army or Navy of the United States: *And provided further*, That the eligibility to appointment of any person resulting from examinations held only in the Philippine Islands shall be suspended during the absence of such person from the Philippine Islands.

Period of eligibility.

#### RULE V.—*Certifications.*

A vacancy in a classified position, if not filled by promotion, reduction, transfer, or reinstatement, or through non-competitive examination, shall be filled under the following provisions:

Filling of vacancies.

1. The appointing officer shall make requisition upon the proper form, for the names of eligibles for the position.

Requisition for certification (form 9).

vacant, specifying the duties of the position, and the Director shall certify to said officer from the proper register the three names at the head thereof which have not been three times certified to the Bureau or Office in which the vacancy exists: *Provided*, That certification for temporary appointment shall not be counted as one of the three certifications to which an eligible is entitled: *And provided further*, That whenever the request for certification, or any law, rule, or regulation shall call for persons of one sex, those of that sex shall be certified; otherwise sex shall be disregarded in certification.

**Selections.**

2. The appointing officer shall select one of the three names certified, and if at the time of selection there are more vacancies than one, he may select more than one name: *Provided*, That if an appointing officer shall object to an eligible certified, stating that because of disloyalty, physical defect, mental unsoundness, or moral or other disqualification particularly specified in section seven of Rule II, such eligible would be unsuitable for the position to be filled, and if said officer shall support such objections with evidence satisfactory to the Director, certification shall be made of the eligible on the register whose rating is next below those already certified in place of the one to whom objection is made and sustained.

**Preference selection in**

3. In making selections from certifications of eligibles by the Director, appointing officers shall, when other qualifications are equal, prefer:

First. Natives of the Philippine Islands.

Second. Honorably discharged soldiers, sailors, and marines of the United States.

**Examination papers with certifications.**

4. The Director, whenever practicable, shall forward to the appointing officer in connection with each certification the applications and examination papers of the persons certified, and said officer may summon personally before him the eligibles certified and make such inquiries of them as he may think proper. The papers forwarded by the Director to the appointing officer for his information shall be returned to the Director with notice of selection on the proper form.

**Notice of selection (form 18).**

**Notification of selection for appointment.**

5. Whenever a person residing in the Philippine Islands or in the United States is selected for appointment to the classified civil service, the appointing officer shall notify the Director and the Director shall notify the appointee. Upon his reporting for duty, the appointing officer shall immediately forward to the Director probationary appointment on Form Numbered Thirty-three; such appointment is not to be made effective prior to the date upon which the appointee actually enters upon the performance of his duties. If the eligible was provisionally appointed in the United States, his probationary appointment will be effective the day following the date of his actual landing in the Philippine Islands, provided he reports immediately at the office of the Bureau of Civil Service, and leave shall not

**Effective date of appointments.**

accrue prior to date of such probational appointment. At the expiration of the probationary period of six months, if his conduct and capacity are satisfactory to the appointing officer, his retention in the service shall be equivalent to his absolute appointment; but if his conduct and capacity be not satisfactory, he may at any time during or at the expiration of his probationary period be notified by the appointing officer that he will not receive absolute appointment because of such unsatisfactory conduct or want of capacity, and such notification, without other formality, shall discharge him from the service. Full report of the cause of the discharge shall be made to the Director. A probationer may be reduced in class or grade at any time during or at the expiration of his probationary period by a notification of reduction from the appointing officer without other formality; in such case the appointing officer shall immediately forward to the Director new appointment on the prescribed form accompanied by a full statement of the cause of the reduction. The name of a probationer who has been separated from the service without delinquency or misconduct may be restored to the register of eligibles, in the discretion of the Director, for the remainder of his period of eligibility.

6. For reasons satisfactory to the Director an eligible may waive certification or decline appointment without losing his position on a register. Should any eligible decline appointment without the approval of the Director, his name shall be dropped from the register. Waiver of certification or declination of appointment shall not be approved more than twice from the same register.

7. Certification for original appointment shall, whenever practicable, be made to the lowest class in a grade, but a vacancy in a position in any class requiring the exercise of special, technical, or professional knowledge may be filled by original appointment.

8. When two or more eligibles have the same rating, precedence in certification shall be determined in accordance with section three of this rule, if applicable; otherwise, by the order in which their applications were filed.

9. All appointments to the classified civil service shall be made through the Bureau of Civil Service in strict accord with the civil service rules and regulations. Official correspondence by cable or letter with or relating to prospective appointees residing in the United States must be transmitted through the Director for appropriate action.

#### RULE VI.—*Temporary service.*

1. Whenever there are fewer than three eligibles upon a register, the appointing officer may appoint probationally the one eligible, or one of the two eligibles, certified, in the same manner as if three eligibles had been certified; but if he elects not to make probationary appointment from such certification, he shall select for temporary appointment the

Probationary period.

Discharge or reduction of probationer.

Eligibility of probationer, if separated.

Waiver of certification or appointment.

Appointments to lowest class.

Eligibles with equal ratings.

Correspondence with prospective appointees.

Temporary employment of eligibles.

one eligible, or one of the two eligibles, if either will accept such temporary appointment. Temporary appointment made from an eligible register as provided in this section may continue until such temporary appointee is given probationary appointment or until the Director certifies three eligibles, when probationary appointment must be made.

**Temporary employment of others.**

2. Whenever there are no names of eligibles upon a register for any grade in which a vacancy exists, and the public interests require that it shall be filled before eligibles can be provided, such vacancy may, subject to the approval of the Director, be filled by the employment without examination of a person for such time as will enable the Director to provide one or more eligibles. Such temporary employment shall expire when the Director shall certify an eligible who accepts either temporary or probationary appointment.

**Work temporary in character.**

3. Whenever the work to be done is, in the judgment of the Director, temporary in character, he may authorize temporary employment, giving preference to eligibles if available, which employment may continue until the completion of the work.

#### RULE VII.—*Reinstatements.*

**Reinstatement.**

Any person who has been regularly appointed to a position in the classified civil service and who has through no delinquency or misconduct been separated therefrom may, if no good reason to the contrary appears, upon the requisition of the proper officer and the certificate of the Director, be reinstated to a vacant position of a class not higher than that from which he was separated, under the conditions named below: *Provided*, That in the discretion of the Director he may be reinstated to a vacant position of a higher class. The last two sections of this rule apply to the unclassified as well as to the classified service.

**Examination, when required.**

1. If the person had regularly entered the classified service without examination, a noncompetitive examination may be required, in the discretion of the Director, prior to reinstatement.

2. If for original entrance to the position proposed to be filled by reinstatement there is required, in the opinion of the Director, an examination essentially higher than, or different from, the examination for original entrance to the position previously held by the person whose reinstatement is proposed, a noncompetitive examination may be required prior to reinstatement.

**Period of eligibility for reinstatement.**

3. A person who has served six months or less in the Philippine civil service may be reinstated as a probationer within a period of six months following his separation from the service under the former appointment; a person who has served more than six months but less than two years, and who has received absolute appointment, may be reinstated within one year; a person who has served two years, but less than three years, may be reinstated within two years; a person who has served three years, but less than four years, may be reinstated within three years; a person who

has served four years, but less than five years, may be reinstated within four years; and a person who has served five years or more may be reinstated within five years from the date of his separation from the service.

4. Subject to the other conditions of these rules, any person whose separation from the classified civil service was caused by his enlistment or acceptance of a position in the active military or naval service of the United States, and who was honorably discharged therefrom, may be reinstated without regard to the length of time he has been separated from the civil service.

5. A person in the United States who resigns from the Philippine classified or unclassified civil service before having rendered three years' service in the Philippine Islands, and who is reinstated in either of said services, shall not be entitled to the half salary and traveling expenses provided by law for persons residing in the United States who are appointed to the Philippine civil service: *Provided, however,* That a person originally appointed in the United States who did not receive half salary and traveling expenses en route to the Islands and accrued leave of absence under his original appointment because of the fact that he left the service prior to the rendition of two years' service, shall be entitled to such half salary and traveling expenses on reinstatement.

6. No person separated from the Philippine classified or unclassified civil service before having served the full period prescribed by law or contract shall be allowed to reenter either of said services until he shall have made good all loss caused by such separation and shall have refunded to the Government such proportion of the total expenses, if any, incurred by it by reason of his appointment, including salary and traveling expenses prior to the date he actually entered upon the duties of his position, as the time he failed to serve is to the time required by said law or contract, and then only on the approval of the head of the Department from which he was separated. Applications of such persons for reentrance to the service should be made through the Director.

Enlistment.

Half salary and  
traveling ex-  
penses.Violation of  
contract.

#### RULE VIII.—*Transfers.*

1. A person in any Bureau or Office may be transferred within the same Bureau or Office upon any test of fitness, not disapproved by the Director, which may be determined upon by the appointing officer, subject to the limitations of the proviso of section two of this rule.

2. A person who has received absolute appointment may, upon the completion of the proper form by the chiefs of the Bureaus or Offices interested, and the certificate of the Director, be transferred from a position in one Bureau or Office to a position in another Bureau or Office: *Provided,* That transfer shall not be made without examination to a position if for original entrance to such position there is required under these rules an examination essentially higher than, or different from, the examination required for original entrance to the position from which transfer is proposed.

Transfer within  
a Bureau.Transfer from  
one Bureau to an-  
other (form 7).

Examination.

**Transfer from unclassified to classified service.** 3. No transfer shall be made of a person from any position in the unclassified service to a position in the classified service: *Provided*, That a person who has by promotion or transfer from the classified service entered the unclassified service, and has served continuously therein from the date of said promotion or transfer, may be retransferred to the classified position from which he was transferred or to any position to which transfer could be made therefrom: *Provided, however*, That if service is not continuous reentrance into the service may be had in accordance with Rule VII.

**Retransfer.**

4. Any person who has been transferred from one classified position to another classified position may be retransferred to the position in which he was formerly employed, or to any position to which transfer could be made therefrom, without regard to the limitations of these rules.

**Transfer from the United States civil service.** 5. A person in the classified service of the Federal Government of the United States may be transferred to any position in the Philippine classified service, subject to the conditions of these rules with respect to age limitations and examinations, and when an examination is required previous to such transfer the Director may accept such tests of fitness as may be made upon his request by the United States Civil Service Commission.

**Transfer to the United States civil service.** 6. An officer or employee occupying a competitive position in the Philippine classified civil service who has rendered three or more years of satisfactory service therein may be certified for transfer to the Federal classified civil service, subject to the provisions of the United States civil service rules.

**Permission to seek transfer required.** 7. No chief of a Bureau or Office of the Government of the Philippine Islands, or any subordinate officer or employee thereof, shall directly or indirectly, invite, solicit, or even discuss with a subordinate officer or employee, classified or unclassified, permanent or temporary, of another Bureau or Office, or of the Army or the Navy of the United States in these Islands, his appointment or transfer to the Bureau or Office of such chief or subordinate, until the consent in writing is first obtained of the chief of the Bureau or Office in which the desired officer or employee is a subordinate, or of the Governor-General or proper head of Department, or of the officer of the Army or the Navy under whom he may be employed or serving.

**RULE IX.—Promotions.**

**Vacancies to be filled by promotion.** 1. No vacancy in any position shall be filled by original appointment whenever there is in the Bureau or Office in which the vacancy exists any person in a position in a lower class or grade who is competent and qualified and is willing to be promoted to the existing vacancy.

**Promotion regulations.** 2. In providing regulations and competitive examinations for promotion the Director shall give due weight to the previous experience and efficiency of officers and employees and shall introduce such tests of fitness as he may deem proper after consultation with the chiefs of the different

Bureaus or Offices, for which promotion examinations may be held, for the purpose of determining the relative capacity and efficiency of officers and employees.

3. In each Department, Bureau, or Office the Director may, subject to the provisions of section six of Rule III, designate a promotion examining committee of not less than three persons. The members of the committee shall perform such duties with respect to promotions and promotion examinations as the Director may require, in the performance of which duties they shall be under the sole control and authority of the Director.

4. There shall be kept in each office, on forms prescribed by the Director for that purpose, a comparative record from which the relative efficiency of employees may be determined. Among the elements of efficiency to be considered are quantity of work or the amount performed, quality of work or the degree of its excellence, physical condition, habits, character, conduct, aptitude and adaptability, punctuality, and attendance. This record shall be at all times open to the inspection of the Director. A report shall be made to the Director semiannually on the proper form, on the first days of January and July, giving the comparative term and corresponding efficiency rating applicable to each person according to the following scheme:

Excellent: Indicating a superior degree of efficiency or excellence.....	90 to 100
Good: Indicating a high degree of efficiency.....	80 to 89
Fair: Indicating an ordinary degree of efficiency.....	70 to 79
Poor: Indicating inefficiency .....	Below 70

5. No recommendation of any person for promotion, whether verbal or in writing, shall be received or considered unless it be made by the officer or officers under whose supervision he is or has been employed, and the presentation of any other recommendation shall be considered an unwarrantable interference with the public service.

6. Until the promotion regulations herein authorized have been promulgated by the Director for any Department, Bureau, or Office and the Director has notified such Department, Bureau, or Office, that he is prepared to conduct the promotion examinations authorized under the Revised Civil Service Act and rules, promotions therein may be made upon any tests of fitness not disapproved by the Director which may be determined upon by the appointing officer: *Provided*, That pending the adoption of such regulations, in case of proposed promotion from one class or grade to another class or grade of an employee who has not entered the service through the examination prescribed for the class or grade to which promotion is proposed, such employee shall be required to obtain an eligible rating in such prescribed examination taken noncompetitively, and the appointment by promotion thus made shall not become effective prior to the date of taking the examination in which an eligible rating is obtained.

7. Save in exceptional cases, promotion or increase of salary shall not be made during the first six months after promotion.

Examining committees.

Efficiency record (form 52).

Semiannual report (form 54).

Recommendations for promotion.

Examinations for promotion.

Frequency of

the appointment of an officer or employee, nor more frequently than once in twelve months thereafter, nor more than one class (or one-half of Classes C and D) at a time. The question of whether a case is or is not an exceptional one shall be submitted for determination to the Governor-General or proper head of Department, through the Bureau of Civil Service.

**Suspension of action on proposed promotion.** 8. When a promotion is proposed by the chief of a Bureau or Office and the report of changes and absences or the efficiency report of that Bureau or Office is overdue, action on such proposed promotion may be suspended pending the receipt of said report in proper form.

**RULE X.—Appointment and employment.**

**Procedure in making appointments.** 1. All appointments to classified positions, except temporary appointments and appointments made by the Governor-General by and with the advice and consent of the Philippine Commission, whether original, by promotion, reduction, transfer, or reinstatement, must be made in accordance with the provisions of the Revised Civil Service Act, on form numbered thirty-three, and transmitted to the Director. If the appointments are allowable under the Revised Civil Service Act and rules, they shall be either approved by the Director and returned to the appointing officer or, where some question requires determination and in other cases where it seems advisable, forwarded to the Governor-General or proper head of Department for direction. A monthly report shall be made by the Director to the Governor-General and heads of Departments of appointments approved under the authorization given in this section; appointments thus reported which are not revoked within ten days after the receipt of such monthly report shall be held to have been approved in accordance with the provisions of the Revised Civil Service Act. In case such appointments are revoked they shall be considered as having been effective until the date of revocation.

**Salary not to be paid until employment authorized.** 2. The payment of any money on account of salary to any officer or employee in the classified service is not warranted prior to the receipt by the disbursing officer of notification from the chief of the Bureau or Office that the appointment or employment of such officer or employee has been duly authorized as provided by the Revised Civil Service Act and rules.

**RULE XI.—Examination requirements relating to appointment and promotion.**

**Salary limitations [amendment contained in Executive Order No. 84, dated April 2, 1914.]** 1. Probational appointment or promotion as a result of eligibility in the third-grade examination shall not be made to positions the salary or compensation of which is above Class J.

2. Probational appointment or promotion as a result of eligibility in the second grade Spanish, junior typewriter, assistant computer or junior draftsman examination shall

not be made to positions the salary or compensation of which is above the minimum of Class D.

3. Probational appointment as a result of eligibility in the second-grade English, first-grade Spanish, junior translator, or junior stenographer examination shall not be made to positions the salary or compensation of which is above the minimum of Class D; promotion as a result of eligibility in any of these examinations shall not be made to positions the salary or compensation of which is above the minimum of Class A.

4. Probational appointment or promotion as a result of eligibility in the typewriter examination shall not be made to positions the salary or compensation of which is above Class A.

5. Probational appointment or promotion as a result of eligibility in the interpreter examination shall not be made to positions the salary or compensation of which is above Class A, or as a result of eligibility in the junior interpreter examination to positions the salary or compensation of which is above the minimum of Class D. Eligibility in these examinations qualifies for appointment and promotion to positions of interpreter only, and not to positions whose duties are clerical.

6. The maximum salaries allowable by probational appointment or by promotion as a result of eligibility in examinations not named above may be fixed by the Director of Civil Service with the approval of the Governor-General.

7. A person who has heretofore<sup>1</sup> qualified in a Spanish examination may be promoted to a position with a salary not in excess of that allowable as a result of the same examination in English if the appointing officer certifies that the principal duties of the position require a knowledge of Spanish or that the employee has a sufficient knowledge of English to perform the duties of the position to which the promotion is proposed.

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CIRCULAR NO. 55.

THE GOVERNMENT OF THE PHILIPPINE ISLANDS,  
BUREAU OF CIVIL SERVICE,

*Manila January 13, 1915.*

In accordance with the provisions of section 6 of Civil Service Rule XI, Executive Order No. 34, series of 1914, it is directed that probational appointment as a result of eligibility in the junior technical, junior teacher, scientific assistant, junior bookkeeper, and ranger examinations shall not be made to positions the salary or compensation of which is above the minimum of Class D; promotion as a result of eligibility in any of these examinations shall not be made to positions the salary or compensation of which is above the minimum of Class A.

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<sup>1</sup> Before April 2, 1914.

Probational appointment or promotion as a result of eligibility in the assistant civil engineer examination shall not be made to positions the salary or compensation of which is above \$3,000 per annum.

H. L. HERSEY.  
*Acting Director of Civil Service.*

Approved:

FRANCIS BURTON HARRISON,

*Governor-General.*

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**RULE XII.—*Procedure in reductions, separations, and suspensions.***

**Reductions, fines, and suspensions.**

1. When the chief of a Bureau or Office deems it necessary to recommend the reduction in salary or compensation, deduction from pay, or suspension from duty without pay under the provisions of section sixteen of Act Numbered Sixteen hundred and ninety-eight, of a regularly and permanently appointed subordinate officer or employee in the classified civil service, or the deduction from pay or suspension from duty without pay of a subordinate officer or employee in the unclassified service who is entitled to the accrued leave provided by law, he shall in writing notify the person affected of the proposed action and the grounds upon which such action is premised, and shall prescribe a reasonable period, which shall not be less than twenty-four hours, within which a written reply may be submitted if desired, together with any written evidence the officer or employee may desire to submit. Upon receipt of the reply or after the expiration of the period within which such reply should have been submitted, the chief of the Bureau or Office shall forward to the Director a certified copy of the letter of notification and the reply and evidence, if any shall have been received. These papers shall be promptly forwarded to the Governor-General or proper head of Department by the Director, together with his recommendation in the case, for final action.

**Removals.**

2. In case of proceedings to remove a regularly and permanently appointed subordinate officer or employee in the classified civil service for cause, the chief of the Bureau or Office may suspend such person at once, if he deem that course necessary, and, in any event, shall in writing notify the person in interest that his removal for cause is to be recommended, and of the ground upon which such recommendation is based, at the same time prescribing a reasonable period within which a written answer, supported by such written evidence as he desires to present, shall be submitted, such period to be not less than twenty-four hours after the actual receipt of the notification by the person recommended for removal. In the event of no response being received within the period prescribed, evidence of the receipt of the written notification, together with a certified copy of the same, shall be forwarded to the Director. If reply has been received, it shall be similarly forwarded with a certified copy of the notification mentioned, together

with any other evidence or papers in the case. The Director shall promptly forward, with such comment as he may deem proper, all the papers in the case for final action. If such action be approval of the recommendation to remove for cause, the person affected shall be dropped from the rolls of the office as discharged on the day he was suspended, if suspension was made; otherwise his discharge shall be effective on the date of receipt by the chief of the Bureau or Office in interest of the notification of approval by the Governor-General or proper head of Department. Except by the specific approval of the Governor-General or proper head of Department, had in each specific instance, no officer or employee shall so construe the provisions of any law now in force as to authorize or require the official publication of the cause of removal of any person from the Philippine civil service in more specific terms than "for the good of the service."

3. In every instance of a tender of resignation by a regularly and permanently appointed subordinate officer or employee in the classified civil service, it shall be the duty of the officer authorized to act thereon to accept or decline to accept the same in writing, and if the resignation be accepted, to give him a letter stating clearly the character of the services rendered and whether or not, in the light of present information, a possible future application for reinstatement in the same Bureau or Office would be favorably considered. In the event of a statement to the effect that such application would not be favorably considered, reasons therefor shall be stated and the person in interest informed that he may, should he so desire, submit a written reply and such other written evidence as he may elect. When completed, certified copies or the originals of all the papers in the case shall be forwarded to the Director; in case of objection to reinstatement, the papers will be forwarded by the Director with such comment as he may deem proper, to the Governor-General or proper head of Department, for review and final action. For obvious reasons no officer or employee should be continued in his position who could not be recommended for reinstatement were he to resign.

4. If any of the papers in the proceedings under this rule are written in Spanish, the chief of the Bureau or Office shall furnish translations in English, whenever practicable, as well as the originals or certified copies thereof. All papers relating to the removal or resignation of subordinate officers or employees in the classified civil service shall be filed in the office of the Director.

5. In all cases of removal or reduction of officers or employees in the unclassified service above the grade of semi-skilled laborer, the chief of the Bureau or Office shall furnish the Director with a full statement of the cause of the removal or reduction. In cases of resignation when an application for reinstatement would not be favorably considered, the Director shall be furnished with a full statement of the

Resignations.

Translation of  
papers.

Reports of re-  
moval or reduc-  
tion of unclassified  
employees.

character of the services rendered and the reasons why application for reinstatement would not be favorably considered.

**RULE XIII.—Prohibitions and penalties.**

Political coercion	1. No person in the Philippine civil service shall use his official authority or official influence to coerce the political action of any other person or body.
Political tributaries.	2. No officer or employee in the Philippine civil service shall discharge or promote or degrade or in any manner change the official grade or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding, or neglecting to make, any contribution of money or other valuable thing for any political purpose whatever.
Politics and religion.	3. No inquiry shall be made, and no consideration whatever shall be given to any information relative to the political or religious opinions or affiliations of persons examined, or to be examined, or of officers or employees in the matter of promotion, and no discrimination shall be exercised, threatened, or promised against, or in favor of, any person employed, examined, or to be examined because of his political or religious opinions or affiliations.
Private business.	4. No recommendation of an applicant, competitor, or eligible involving any disclosure of his political or religious opinions or affiliations shall be considered by the Director, by any examining committee or special examiner, or by any nominating or appointing officer.
Causes for removal, reduction, or other punishment	5. No officer or employee shall engage in any private business, vocation, or profession, or be connected with any commercial undertaking, or lend money on real or personal property, without written permission from the chief of the Bureau or Office in which he is serving, and of the Governor-General or proper head of Department. As a general rule, in any enterprise which involves the taking of time, this prohibition will be absolute in the case of those officers and employees whose remuneration is fixed in the assumption that their entire time is at the disposal of the Government; if granted permission to engage in a business requiring time of applicant, copies must be furnished the Director. <sup>1</sup>
	6. Discourtesy to private individuals or to Government officers or employees, drunkenness, gambling, dishonesty, repeated or flagrant violation or neglect of duty, notoriously disgraceful or immoral conduct, physical incapacity due to immoral or vicious habits, incompetency, inefficiency, borrowing money by superior officers from subordinates or lending money by subordinate to superior officers, lending money at exorbitant rates of interest, willful failure to pay just debts, contracting loans of money or other property from merchants or other persons with whom the Bureau of the borrower is in business relations, pecuniary embarrassment arising from reprehensible conduct, the pursuit of private business, vocation, or profession without permission in writing from the chief of the Bureau or Office in which employed

<sup>1</sup> See also Executive Order No. 103, series of 1913.

and of the Governor-General or proper head of Department, disreputable or dishonest conduct committed prior to entering the service, insubordination, pernicious political activity, offensive political partisanship or conduct prejudicial to the best interest of the service, or the willful violation by any person in the Philippine civil service of any of the provisions of the Revised Civil Service Act or rules, may be considered reasons demanding proceedings to remove for cause, to reduce in class or grade, or to inflict other punishment as provided by law in the discretion of the Governor-General or proper head of Department. No chief of a Bureau or Office shall knowingly continue in the public service any subordinate officer or employee who is inefficient or who is guilty of any of the above-named derelictions, without submitting the facts through the Director to the Governor-General or proper head of Department.

7. In making removals or reductions, or in imposing other punishment, for delinquency or misconduct, penalties like in character shall be imposed for like offenses, and action thereon shall be taken irrespective of the political or religious opinions or affiliations of the offenders.

#### RULE XIV.—*Official record of officers and employees.*

The Director shall keep an official record of all regularly and permanently appointed officers and employees in the civil service of the Philippine Islands above the grade of semiskilled laborer, and for the purpose of this record each chief of a Bureau or Office shall furnish to the Director:

1. The necessary information in such form and manner as he may prescribe with the approval of the Governor-General.

2. A statement on the proper form, on the first day of each month, of all changes, and the dates thereof, in the service under the control and authority of the chief of the Bureau or Office, setting forth, among other things, the following: The name of every person appointed, reinstated, promoted, reduced, transferred, or separated from the service; the position to which an appointment or reinstatement is made; the position from which and the position to which a promotion or transfer is made; the position from which a separation is made, whether by removal, resignation, or death, and the compensation of every position from which or to which a change is made.

#### RULE XV.—*Hours of labor.*

1. It shall be the duty of all chiefs of Bureaus and Offices in the Philippine civil service to require of all subordinate employees, except teachers, of whatever grade or class, not less than seven hours of labor each day, exclusive of Sundays and all days declared public holidays by law or Executive Order, except that from April first to June fifteenth of each year chiefs of Bureaus and offices may reduce the required hours of labor to six and one-half hours,<sup>1</sup> and on Saturdays

<sup>1</sup> Section 22 of Act 1698 as amended allows reduction to five hours, from 7.30 a. m. to 12.30 p. m. from April 1 to June 15.

throughout the year they may reduce the required hours of labor to five hours: *Provided*, That except during the heated season the office hours of all Bureaus and Offices in the city of Manila shall be from eight o'clock antemeridian to four o'clock postmeridian with a reasonable intermission, not exceeding one hour, for lunch, on all working days not including Saturdays, and from eight o'clock antemeridian to one o'clock postmeridian on Saturdays; no change in these office hours shall be made without the specific written approval of the Governor-General or proper head of Department, and in case of such change the number of hours of labor herein fixed shall not be reduced. Not less than five hours of labor on each school day shall be required of all persons in the teaching service.

Teachers.

2. When the nature of the duties to be performed or the interests of the public service require it, the head of any Department, Bureau, or Office may extend the daily hours of labor herein specified for any or all of the employees under him, and in case of such extension it shall be without additional compensation unless otherwise provided by law. Officers and employees may be required by the head of the Bureau or Office to work on Sundays and public holidays also, without additional compensation unless otherwise specifically authorized by law.

Record of attendance (form 48).

3. Each chief of a Bureau or Office shall require a daily record of attendance of all the officers and employees under him entitled to leave of absence or vacation (including teachers) to be kept on the proper form and also a systematic office record showing for each day all absences from

Monthly report (form 3).

duty from any cause whatever. At the beginning of each month he shall report to the Director on the proper form all absences from any cause whatever, including the exact amount of undertime of each person for each day. Officers or employees serving in the field or on the water need not be required to keep a daily record, but all absences of such employees must be included in the monthly report of changes and absences. Falsification of time records will render the offending officer or employee liable to summary removal from the service and criminal prosecution.

Falsification.

#### RULE XVI.—*Leave of absence.*

Application for accrued leave (form 39).

1. (a) Applications for accrued leave of absence shall be made on the form provided for that purpose two weeks in advance, wherever possible, of the date on which it is desired that the leave shall become effective, and must be submitted to the proper chief of Bureau or Office for recommendation. Such chief of Bureau or Office shall transmit this form to the Director with recommendation and the data contemplated by the first indorsement on said form, together with any other information which may have a bearing on the allowance or disallowance of leave.

(b) In case of the death of an officer or employee the chief of his Bureau or Office shall transmit to the Director application for accrued leave due, and application supported

Information to be furnished.

Death.

by medical certificate on the form provided for that purpose, for vacation leave covering absence on account of illness immediately preceding death.

Medical certificate (form 41).

(c) When an officer or employee is separated from the civil service without prejudice, by resignation, death, or other cause, the money value of accrued leave granted, estimated in accordance with the provisions of Act Numbered Sixteen hundred and ninety-eight, may become immediately due and payable if the state of the appropriation from which his salary is payable warrants immediate payment. If the leave granted is commuted, payment therefor shall be made as provided by law; if the leave granted is not commuted, payment shall be made from the unexpended balance for salaries and wages, and the position shall remain vacant for a period equal to the accrued leave granted.

Separations.

(d) An officer or employee who applies for accrued leave which was earned at different rates of compensation shall be granted leave with pay at the salary he is last receiving for a period equaling in money value the period of accrued leave estimated in accordance with the provisions of Act Numbered Sixteen hundred and ninety-eight, and he may be granted, if he so desires, such additional leave, without pay, as will give him the aggregate length of time on leave, with and without pay, as provided in the aforesaid Act.

Leave accrued at different compensations.

(e) Except on resignation, commutation of leave shall not be made to an officer or employee who remains in the Islands during the period of the leave granted. If he obtains commutation of leave and does not leave the Islands without delay or if he returns to the Islands more than three weeks prior to the expiration of the period of leave commuted and fails to make immediate refund of the money value of unused leave commuted, his action shall be considered cause for forfeiture of vacation leave and for such other disciplinary action by the Governor-General or proper head of Department as may be deemed necessary.

Commutation of leave.

Penalties for improperly obtaining commutation.

2. (a) All applications for vacation leave of absence for a period of one full day or more must be made on the form provided therefor five days in advance, wherever possible, and transmitted to the Director immediately: *Provided*, That applications on this form for two days or less may be retained by the chief of any Bureau or Office, if so preferred by him, and forwarded to the Director on the first day of the following month as inclosures to the monthly report; when so forwarded the first indorsement need not be completed. Applications for less than one day should not be forwarded. All absences, including fractions of a day, must be recorded on the daily time record and reported to the Director monthly. In case of illness or unavoidable absence from other cause notice must be immediately sent to the chief of the Bureau or Office, and the application, containing a brief explanation of the cause of delay in filing, forwarded later.

Application for vacation leave (form 55).

(b) The vacation leave of an employee whose salaries during a calendar year embrace the two rates of vacation leave provided in the schedule of section 24 of Act Num-

Vacation leave when salary changes during the year.

bered Sixteen hundred and ninety-eight shall be computed by allowing credit for the two rates in proportion to the part of the year served at each rate.

**Vacation leave during first six months' service.** (c) When vacation leave is requested by any officer or employee (except a teacher) during his first six months of service from the date of original appointment the Director shall state on the application the date on which payment for such leave may properly be made under the provisions of Act Numbered Sixteen hundred and ninety-eight, and, unless the Governor-General or proper head of Department directs otherwise, on account of illness of the officer or employee, the chief of the Bureau or Office shall require that payment for such leave be withheld until that date.

**Absences of teachers during school sessions (form 55).** (d) The application for vacation leave shall be used by teachers for all absences during school terms on account of illness or other cause, and the Director of Education shall require payment for such absences to be withheld until they have performed duty during vacation for a period equal to their absences from duty on account of illness, as required by Act Numbered Sixteen hundred and ninety-eight: *Provided*, That if the absences were due to illness, the withholding of salary may be postponed to the beginning of the next summer vacation. Teachers in applying for permission to visit the United States shall use the same application.

**Wounds or injuries.** (e) Applications of officers and employees for leave of absence on account of wounds or injuries incurred in the performance of duty, extending beyond the allowable vacation leave (paragraph (d), section twenty-five, Act Numbered Sixteen hundred and ninety-eight), must be made on the form used in making application for vacation leave, supported by medical certificate on the prescribed form and evidence showing that the wounds or injuries were incurred in the performance of duty.

**Withholding pay for leave granted.** 3. When an officer or employee is granted vacation leave in excess of the accrued leave allowable, or when he is granted vacation and accrued leave and the vacation leave is in excess of the accrued leave allowable at the expiration of the total vacation and accrued leave granted, payment for such excess leave shall be withheld until five days after return to duty. In the event that it shall appear during the first five days after return to duty from leave that it is not the intention of the officer or employee to continue in the performance of his duties any longer than to draw all back salary which may be due him, payment shall be withheld and full report thereof forwarded by the chief of the Bureau or Office, through the Director, to the Governor-General or proper head of Department for action. If he fails to return to duty no payment for the leave withheld shall be made, unless the failure to return is due to illness and payment is authorized by the Governor-General or proper head of Department.

**Absence due to illness.** 4. All absences of an officer or employee in excess of the vacation or accrued leave allowable shall be without pay,

unless the Governor-General or proper head of Department directs that payment for such absence be made, in accordance with paragraph (c), section twenty-five of Act Numbered Sixteen hundred and ninety-eight, on account of the absence being due to illness of the officer or employee. At the expiration of the first two years of service the officer or employee may make written application covering the period for which pay was withheld. This application shall be forwarded by the head of the Bureau or Office with his recommendation, through the Director, to the Governor-General or proper head of Department, who may direct that payment be made, if funds are available, and that the absence be charged against accrued leave.

5. If an officer or employee is separated from the service by resignation or otherwise except by death after having taken vacation leave in excess of that proportion due for the part of the calendar year served by him, such excess vacation leave shall be charged against his salary or accrued leave: *Provided*, That if the vacation leave was allowed on account of illness of the officer or employee, the Governor-General or proper head of Department may direct that no deduction be made from his salary or accrued leave for such excess vacation leave previously allowed.

6. An officer, teacher, or other employee appointed under the provisions of Act Numbered Sixteen hundred and ninety-eight who is separated from the service by resignation or otherwise before having served two full years in the Islands shall not be allowed any leave on separation.

7. (a) The resignation of a teacher who has served in the Islands two full school years or more may be accepted at the end of a school year and he may be allowed the vacation current: *Provided*, That the total vacation enjoyed by him shall not exceed twelve weeks for every forty weeks actually taught.

(b) As a rule, the resignation of a teacher will not be accepted prior to the termination of the school year: *Provided*, That if for illness or other urgent necessity the resignation of a teacher who has served in the Islands more than two years is accepted without prejudice or permission to visit the United States is granted by the Secretary of Public Instruction prior to the termination of the school year, he may be allowed salary for one week's vacation for every month actually taught by him since the preceding summer vacation, any absence chargeable to vacation to be deducted from this allowance; but the total vacation enjoyed by him shall not exceed twelve weeks for every forty weeks actually taught. Vacation may be allowed to the estate of a teacher who dies on the same basis as to a teacher whose resignation is accepted on account of illness.

8. In every case where action by the Governor-General or head of Department is contingent upon illness of an officer or employee evidence of illness must be submitted on the prescribed form except where a teacher applies for permis-

Excess vacation leave charge to salary or accrued leave on separation.

Leave not allowable on separation prior to completion of two years' service.

Vacation of teachers.

Resignation or leave during school year.

Illness, evidence required (form 41).

sion to make up, during vacation, time lost from duty on account of illness; if the illness was due to immoral or vicious habits, favorable action will not be taken.

**Suspension of action on applications for leave.**

9. When an application for leave is received by the Director and the monthly report is overdue, action on such application may be suspended pending the receipt of such report in proper form, but such suspension and the reason therefor shall be communicated immediately, in writing, by the Director, to the proper chief of Bureau or Office.

**Absence on Saturday.**

10. Absence on Saturday shall be counted as absence for one full day. A Sunday or a holiday occurring at the beginning or at the end of a period of accrued or vacation leave shall not be considered as a day chargeable to leave unless the duties of the position demand the rendering of service

**Leave contingent on needs of the service.**

on such day. Leave of absence for any reason other than serious illness must be contingent upon the necessities of the service.

**Employees on leave to report addressee.**

11. Officers or employees on leave of absence shall report to the chiefs of their respective Bureaus or Offices at the end of each month by registered mail their post-office addresses for the ensuing month, and shall promptly report in a similar manner and in sufficient detail every unexpected and unavoidable delay which may have occurred during the period contemplated by their leave of absence. Absence from duty at station in the Philippine Islands after the expiration of the leave due shall be without pay.

**Unexplained absence.**

12. No officer or employee in the Philippine civil service shall be dropped from the rolls of his office for unexplained absence in the United States until at least forty days after the expiration of the period of absence contemplated by the leave granted, and then only with the approval of the Governor-General or proper head of Department.

**Return transportation from the United States.**

13. (a) All officers and employees who are granted leave of absence for the purpose of visiting the United States and who contemplate returning to duty upon the expiration of such leave of absence shall, before leaving the Islands, make application to the Executive Secretary for transportation returning to Manila. In each application the date of the expiration of leave of absence and the post-office address of the applicant while in the United States must be stated. Where the employee has served more than three years in the Islands such return transportation will be advanced upon request, provided the employee agree to reimburse the Government in installments and to remain in the service until such reimbursement is made.

**Correspondence regarding return transportation.**

(b) If transportation is not advanced as provided in the next preceding section, immediately upon reaching the United States remittance covering cost of return transportation must be made to the Chief of the Bureau of Insular Affairs, War Department, Washington, District of Columbia, with a statement of the date on which the applicant desires to leave the United States. All subsequent communications regarding return transportation and prompt report of any changes occurring in the applicant's post-office address must

also be directed to the Chief of the Bureau of Insular Affairs, and a duplicate copy of each such communication mailed at the same time to the chief of the Bureau or Office interested.

(c) An officer or employee entitled to traveling expenses from his place of residence in the United States to Manila under the provisions of section twenty-three or twenty-nine of Act Numbered Sixteen hundred and ninety-eight, or from foreign countries under the provisions of section twenty-three of Act Numbered Sixteen hundred and ninety-eight, shall file with the Insular Auditor his expense account within thirty days, if possible, after arrival at Manila.

Expense account.

JAMES F. SMITH, *Governor-General.*

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## EXECUTIVE ORDER No. 103.

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THE GOVERNMENT OF THE PHILIPPINE ISLANDS,  
EXECUTIVE BUREAU.

MANILA, *December 1, 1913.*

EXECUTIVE ORDER }  
No. 103. }

For the future, the executive authority given by the law to permit, in certain cases, Government employees to engage in private business outside of their official duties, will not be favorably exercised except under most exceptional circumstances. It is not intended by this that all employees of the Government who have engaged in private business under executive permission conferred in accordance with the law should sever their connection with such business enterprises; and such cases would be considered for revocation of the permission already extended only where such business activities impair the efficiency of the Government employee during his official work, tend to influence improperly his official actions, secure to him any unfair advantage in connection with his official position, or otherwise bring discredit upon the Government. On the other hand, it should be understood that for the future such business employment outside of official life is considered to affect unfavorably the capacity of the employee to perform the Government services for which he is drawing his salary; his entire time and strength is due to the Government even though he may be called upon to give such time and strength outside of office hours.

No employee will be allowed to take any part in the management of any business or engage in outside clerical or sedentary employment or any profession or employment which would bring him into competition with professional or business men, and permission to accept employment will as a rule be limited to that involving outdoor labor which would better the physical condition of the employee and to teaching engineering, stenography, and such other branches as would be of benefit to the Government or the community, the time to be devoted to this teaching not to exceed that prescribed for the Government night schools (one and one half hours daily).

Permission for all investments made in the Philippine Islands must be obtained from the Governor-General or proper Secretary of Department. No request will be approved to make any investment which might bring the employee's private interests into real or apparent conflict with his public duties or in any way influence him in the discharge of his

duties, or to make any investment which might interest the employee in an undertaking with which his public duty is connected or which might cause criticism of the Government or the employee. Employees shall not obtain concessions from the Government or own stock in companies holding concessions.

Loans from subordinates to superiors and loans on personal security are absolutely prohibited. Loans on real estate with interest at 10 per cent per annum or less will usually be approved under proper conditions.

Any violation of the provisions of this order or acceptance of employment or making investments or loans without the required permission will be sufficiently cause for removal from the service.

FRANCIS BURTON HARRISON,  
*Governor-General.*

## CIRCULAR No. 50

THE GOVERNMENT OF THE PHILIPPINE ISLANDS,  
BUREAU OF CIVIL SERVICE,  
Manila, December 9, 1913.

*To Chiefs of Bureaus and Offices:*

Political activity prohibited.

I have the honor to invite attention to the provisions of section twenty-nine of Act 1582, as amended by Act 1948, regarding participation in elections by officers or employees; section ten of Act 1698, relating to political contributions and political services; section one of Civil Service Rule XIII, providing that "No person in the Philippine civil service shall use his official authority or official influence to coerce the political action of any other person or body"; and section six of Civil Service Rule XIII, which provides that "Pernicious political activity, offensive political partisanship or conduct prejudicial to the best interest of the service \* \* \* may be considered reasons demanding proceedings to remove for cause, to reduce in class or grade, or to inflict other punishment as provided by law in the discretion of the Governor-General or proper head of Department. No chief of a Bureau or Office shall knowingly continue in the public service any subordinate officer or employee who is inefficient or who is guilty of any of the above-named derelictions, without submitting the facts through the Director of Civil Service to the Governor-General or proper head of Department."

The provisions of the law and rules above cited apply equally to the members of the classified and of the unclassified service in all the branches of the civil service of the Philippine Islands, except elected officers and officers appointed by the President of the United States.

Prohibited political activity consists among other things in taking part in political management or political campaigns, being a delegate to any political convention or a member of any political committee or directorate or of any political club or other similar political organization, making speeches or canvassing in the interests of any party or candidate, soliciting or receiving contributions for political purposes either directly or indirectly, or becoming prominently identified with any political movement, party, or faction, or with the success or failure of any candidate for election to public office.

The prohibitions herein contained apply to political activity with respect to the political parties of the United States as well as of the Philippine Islands.

It is requested that this circular be brought to the notice of all officers and employees under your jurisdiction, classified or unclassified, permanent or temporary.

Very respectfully,

B. L. FALCONER,  
*Director of Civil Service.*

Approved:

FRANCIS BURTON HARRISON,  
*Governor-General.*

## MEMORANDUM ORDERS.

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### OFFICE OF THE GOVERNOR-GENERAL OF THE PHILIPPINE ISLANDS.

#### Memorandum order.

*To all Chiefs of Bureaus and Offices:*

Appointments and unnecessary expenditures prohibited. On account of the situation arising from the European war, there is urgent necessity for renewed efforts towards

economy. The economies practiced by the Bureaus of the Government during the first four months of the calendar year appear from the Auditor's reports to have been considerably relaxed of late. It is directed that every effort to economy be now put forth, and to this end no positions now vacant should be filled; no promotions in the service should be made; and no purchases of supplies, except such as are imperatively required, should be made. No equipment should be purchased except in cases where it is absolutely impossible to conduct the business of the Government on an economical basis unless such equipment is obtained.

It is directed that each Bureau and Office suspend all public works construction now in progress or authorized by public works Acts, except such individual projects as may be specifically authorized by the Governor-General.

Requisitions for the printing of bulletins, publications and reports, except where indispensable, should not be forwarded.

FRANCIS BURTON HARRISON,  
Governor-General.

MANILA, August 22, 1914.

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### OFFICE OF THE GOVERNOR-GENERAL OF THE PHILIPPINE ISLANDS.

#### Memorandum order.

*To all Chiefs of Bureaus and Offices:*

Regulation of special case promotions and extraordinary expenditures. The memorandum order of August 22, 1914, is hereby amended to read as follows:

"The reduced revenues consequent upon the European war make necessary a reduction of expenditures to the lowest possible point consistent with efficient service. To that end it is hereby directed that all the following matters shall

be submitted to the Governor-General for approval before becoming effective:

“(a) All appointments involving promotions considered as exceptional cases within the meaning of paragraph 7 of Civil Service Rule IX.

“(b) All new appointments to the service, including reinstatements.

“(c) All purchases of supplies or equipment which are in any sense extraordinary.

“(d) All requisitions for the printing of bulletins, publications and reports which have not heretofore been specifically authorized.

“The attention of chiefs of Bureaus and heads of offices is especially invited to the following section of Act 2481, making appropriations for the fiscal year 1915:

“SEC. 10. Notwithstanding the provisions of preceding articles of this act, five per cent of the total allotted to each bureau, office, or other branch of the Government, shall not be available nor shall it be expended without the concurrence of the Speaker of the Philippine Assembly, following investigation and favorable recommendation by the emergency board created in this Act,

“and promotions, new appointments and extraordinary expenditures will be made with this section in view.”

FRANCIS BURTON HARRISON,  
*Governor-General.*

MANILA, *January 9, 1915.*

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OFFICE OF THE GOVERNOR-GENERAL OF THE  
PHILIPPINE ISLANDS.

**Memorandum order.**

“*To all Chiefs of Bureaus and Offices:*

“It is hereby directed that all correspondence with reference to cablegrams regarding appointments in the United States, return transportation from the United States, extensions of leave of absence without pay, and similar matters affecting the status or privileges of officers and employees of the Philippine civil service where action by the Governor-General or the Executive Secretary is required, be addressed to these officials through the office of the Director of Civil Service and the proper Head of Department.

Coursing of correspondence regarding appointments and leave through Bureau of Civil Service.

“In connection with the memorandum order of the Governor-General of the ninth instant, with reference to new appointments and special case promotions, it is directed that all requests for permissions to make such appointments or promotions be transmitted to the Governor-General through the Bureau of Civil Service and proper Head of Department, accompanied by a statement of the appointing officer, in each separate case, explaining the necessity for making the new appointment or special case promotion.

“Any other matters not specifically mentioned in this order should be sent through the Bureau of Civil Service

if it is at all likely that the recommendation or action of that Bureau is necessary.

"The procedure prescribed in this order is for the purpose of expediting the handling of matters in which the recommendation or other action of the Bureau of Civil Service is desired.

"FRANCIS BURTON HARRISON,  
"Governor-General."  
IGNACIO VILLAMOR,  
Executive Secretary.

MANILA, January 22, 1915.

OFFICE OF THE GOVERNOR-GENERAL OF THE  
PHILIPPINE ISLANDS.

Memorandum order.

*To all Chiefs of Bureaus and Offices:*

Restricting temporary employment of non-eligibles.

My attention has been called to the extensive system of temporary employment which has prevailed for years in this Government. Some of this temporary employment is justified by the fact that a sufficient number of persons eligible for regular appointment are not available for the work in hand, this being particularly true in the teaching service. There are many other positions which, on account of their temporary nature and the constantly changing demands, should properly be considered as temporary, such positions being mainly in connection with road and building construction and other outdoor employment.

I am convinced, however, that appointing officers have frequently abused the privilege of temporary employment in connection with clerical positions, and that the time has come when clerical positions throughout the service, save in a very few remote localities, can be filled from the regular registers of eligibles not only without detriment to the service, but with positive benefit. In order to prevent any extension of the temporary employment system, it is hereby directed that all clerical or semi-clerical positions (clerks, bookkeepers, typewriters, translators, law clerks, chiefs of divisions, etc.), be filled hereafter by promotion, transfer, or reinstatement of eligibles, or by selection from the regular registers of eligibles. No further increases in salary will be authorized for non-eligibles now employed in such positions, nor will temporary employment of eligibles be authorized with higher rates of compensation than those to which their examination status entitles them. Appointing officers will be expected to anticipate the needs of the service for which they are responsible and to provide in advance for the necessary special training of new clerks when vacancies occur in positions requiring knowledge of special duties.

Requests for authority for temporary employment of non-eligibles in clerical or semi-clerical positions based on knowledge of typewriting, languages, law, etc., will not be entertained. Exceptions may be made only in remote prov-

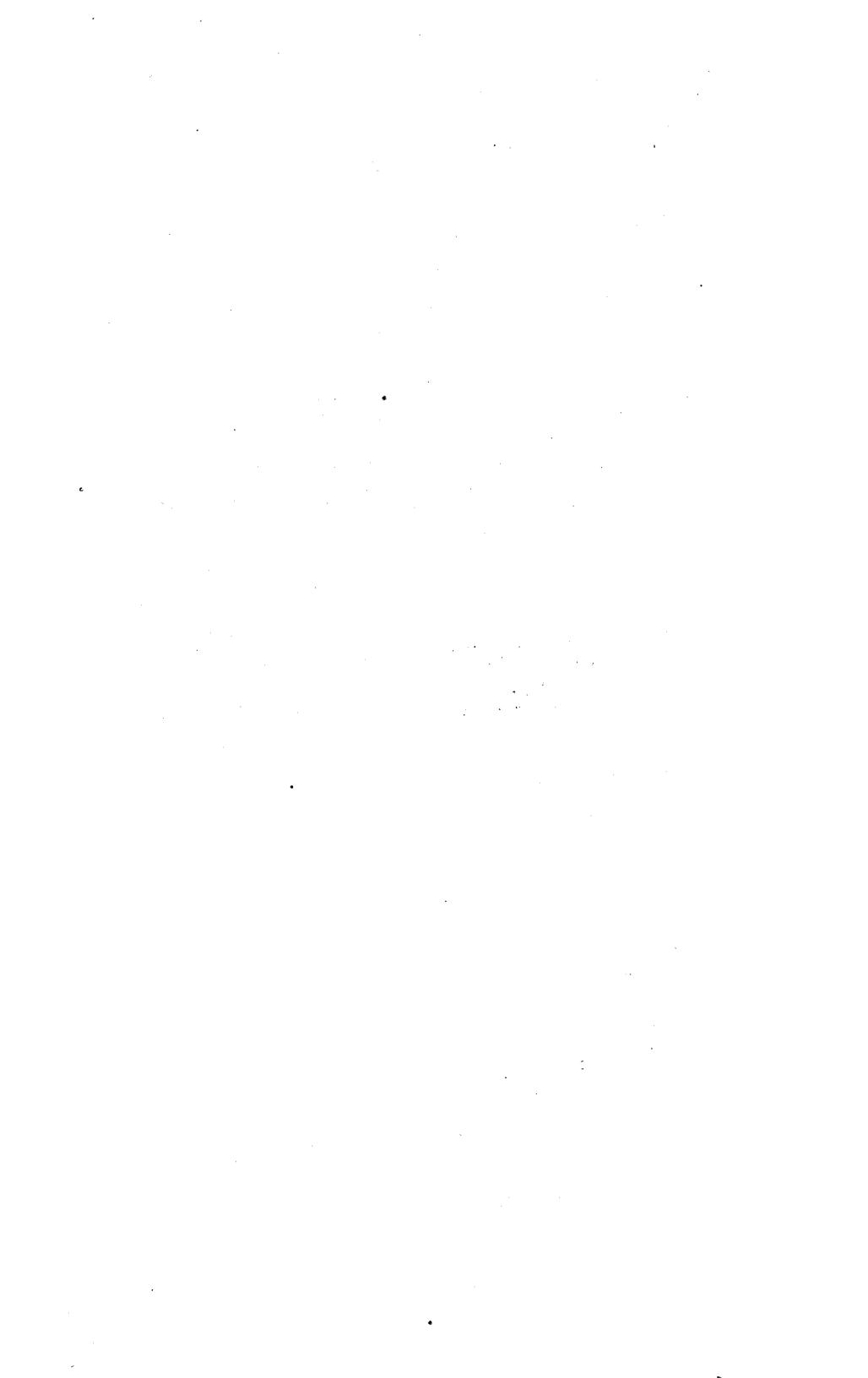
in cases where no eligibles are available and possible in certain cases where a knowledge of stenography is an absolute requirement, but in every case they shall bear the specific approval of the Governor-General, after a complete statement of the necessity for making the employment is made by the appointing officer and the recommendation of the Director of Civil Service is obtained.

All persons whose temporary employment in clerical or semi-clerical positions has already been authorized and who are not now eligible for regular appointment, are directed to make special effort to qualify for regular appointment by entering an appropriate examination. Employees stationed in Manila should consult the Bureau of Civil Service and enter an examination on the earliest possible date. Employees stationed in the provinces should be directed to enter an appropriate examination when the general examinations are held in provincial capitals on September 18-19, 1915. Applications for the required examinations should be transmitted to the Bureau of Civil Service immediately by all employees affected by this order.

In order to secure effective compliance, all chiefs of bureaus and officers are directed to report to the Bureau of Civil Service, not later than January 1, 1916, and each six months thereafter, the action taken in this matter, the number of persons who have failed to qualify for regular appointment who are still employed in clerical positions, and the necessity, if any, for retaining them in the service beyond that date.

FRANCIS BURTON HARRISON,  
*Governor-General.*

MANILA, *July 9, 1915.*



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